



Utah Counties Insurance Pool

# AGENDA

## BOARD OF TRUSTEES MEETING

Thursday, November 15, 2007, 6:00 p.m.  
Hilton Garden Inn, Sego Lily Room  
1731 S. Convention Center Drive, St. George, UT

6:00	Dinner Served	
	Call to Order	Lynn Lemon
	Review of Board Members Absent	Lynn Lemon
	Approval of October 18 Meeting Minutes	Lynn Lemon

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### ITEM INFORMATION

1	Certificate in Risk Management Survey Results	Mark Brady
2	Membership Meeting Assignments	Sonya White
3	Nominating Committee Report	Kay Blackwell
4	Interim Chief Executive Officer's Report	Mark Brady
5	Review Third Quarter Financial Statements	Sonya White

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### ACTION

6	CEO Search Committee Authorization	Kent Sundberg
7	Approve Amendments to the Interlocal Cooperation Agreement	Kent Sundberg
8	Approve 2008 Coverage Agreement	Ken Bischoff
9	Approve 2007 Budget Revisions	Sonya White
10	Review Board Travel Policy	Lynn Lemon
11	Set Date and Time for Closed Meeting to Discuss the Pending or Reasonably Imminent Litigation	Lynn Lemon
12	Action on Litigation Matters	Kent Sundberg
13	Set Date and Time for Closed Meeting to Discuss the Purchase, Exchange, or Lease of Real Property	Lynn Lemon
14	Action on Real Property Matters	Lynn Lemon
15	Set Date and Time for Closed Meeting to Discuss Character, Professional Competence, Physical/Mental Health of an Individual	Lynn Lemon
16	Action on Personnel Matters	Lynn Lemon
17	Ratification and Approval of Payments and Credit Card Transactions	Steve Wall

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Other Business / Schedule Next Meeting	Lynn Lemon
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Utah Counties Insurance Pool  
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## BOARD OF TRUSTEES MEETING

### MINUTES

November 15, 2007, 6:00 p.m.  
Hilton Garden Inn, St. George, UT

#### BOARD MEMBERS PRESENT

Lynn Lemon, *President*, Cache County Executive  
Kay Blackwell, *Vice President*, Piute County Commissioner  
Steve Wall, *Secretary-Treasurer*, Sevier County Clerk-Auditor  
Bruce Adams, San Juan County Commissioner  
Ken Bischoff, Weber County Commissioner  
Brad Dee, Weber County Human Resources Director  
Jim Eardley, Washington County Commissioner  
Jerry Hess, Davis County Deputy Attorney  
Karla Johnson, Kane County Clerk-Auditor  
Jim Nyland, Grand County Sheriff  
Wayne Smith, Iron County Commissioner  
Kent Sundberg, Utah County Deputy Attorney  
Steve White, Utah County Commissioner

#### MEMBERS PRESENT

Bill Cox, Rich County Commissioner

#### OTHERS PRESENT

Mark Brady, Interim Chief Executive Officer  
Sonya White, Manager of Administration

#### Call to Order

Following dinner, Lynn Lemon called this meeting of the Utah Counties Insurance Pool Board of Trustees to order at 6:15 p.m. on November 15, 2007 and welcomed those in attendance.

#### Review of Board Members Absent

All Board Members were in attendance at this meeting.

#### Approval of October 18, 2007 Meeting Minutes

The minutes of the Board of Trustees meeting held October 18, 2007 were previously sent to the Board of Trustees for review. Karla Johnson explained that the conclusion of a closed meeting should not be listed on the minutes since closed meetings are resumed during the regular scheduled meeting. Steve Wall requested that the first sentence under Special Service Districts Insurance Program, page two, be corrected to read: *Lester Nixon did not compile a listing of Special Service Districts for the Board but did bring to their attention a letter to county employees from Utah Local Governments Trust (ULGT) announcing the their First Annual Counties Golf Tournament (see attachment #1).* Steve White requested that the first sentence under Action on Personnel Matters, page three, be corrected to read: *Steve White made a motion appointing Mark Brady as the Interim Chief Executive Officer with a 10% 5% merit salary increase and a 10% salary increase as the Interim CEO.* Karla Johnson made a motion to approve the October 18 meeting minutes as corrected. Wayne Smith seconded the motion, which passed unanimously.

#### Certificate in Risk Management Survey Results

Mark Brady reviewed the survey results from the August 14-16, 2007 Certificate in Risk Management Conference held in Cedar City, Utah (see attachment #1).

#### Membership Meeting Assignments

Sonya White reviewed the presentation assignments for UCIP's Annual Membership Meeting with the Board (see attachment #2). Committee reports were cut down five minutes each.

### Nominating Committee Report

Kay Blackwell reported that the Nominating Committee met to review the nominees for the 2008 Board of Trustees. If the amendments to the Bylaws pass at the December 6, 2007 Membership Meeting, the following nominees will be placed on the ballot for the At-Large Representative position: Mike Jensen, Tooele County Auditor; Karla Johnson, Kane County Clerk-Auditor; Daron Smith, Millard County Commissioner; and Mike Wilkins, Uintah County Clerk-Auditor. If the amendments to the Bylaws do not pass, the following nominees will be placed on the ballot for the Third Class Representative: Mike Jensen and Wayne Smith, Iron County Commissioner; for the Fourth Class Representative: Steve Wall, Sevier County Clerk-Auditor and Mike Wilkins; and for the At-Large Representative: Karla Johnson and Daron Smith. Kay Blackwell made a motion to approve the nominee recommendations. Ken Bischoff seconded the motion which passed unanimously.

### Interim Chief Executive Officer's Report

Mark Brady reported that he held a staff meeting, made assignments and everyone is working together during the transition in finding a replacement for Lester Nixon. Brody Parker and Sonya White are carrying a lot of the work load.

The lot line adjustment has been executed and the purchase of the land for the new UCIP building has been completed. Craig Wentz has recommended an architect and Mark has consulted with a construction project manager. The Board directed Mark to provide a list of architects, consultants and general contractors to the Building Committee for review. Kent Sundberg made a motion to replace himself on the Building Committee with Steve White. Kay Blackwell seconded the motion which passed unanimously.

Mark reviewed the Multiline and Workers' Compensation Claims Reports with the Board (see attachment #3 and 4).

### Review Third Quarter Financial Statements

Sonya White reviewed the third quarter financial statements with the Board (see attachment #5).

### Approve 2007 Budget Revisions

Sonya White explained that pursuant to the recommendation of financial practices by UCIP's Auditors, Larson & Company, adopted budget items should be revised if necessary prior to year end in order to comply with the upcoming audit. Based on income and expense as of October 31, 2007, Sonya reviewed proposed changes to the Multiline, Workers' Compensation, Employees Benefits and Administrative Budgets with the Board (see attachment #6-9). Kent Sundberg made a motion to table the 2007 Budget Revisions until the Health Reimbursement Arrangement policy can be reviewed and a detail of staff medical can be provided to the Board. Karla Johnson seconded the motion which passed unanimously.

### CEO Search Committee Authorization

Kent Sundberg explained that the Committee met on November 2 and an email was sent to all Board Members on November 7 regarding the salary range for the CEO. Kent provided the Board with a timeline, the job announcement and job description (see attachment #10-12). The job announcement has been published online with AGRIP, NACO, PRIMA, RIMS, ULCT and UCIP. Resumes will be accepted until December 15.

### Approve Amendments to the Interlocal Cooperation Agreement

Mark Brady, Jerry Hess and Kent Sundberg have been meeting to draft proposed amendments to the Interlocal Cooperation Agreement. The Board received a copy of the proposed amendments (see attachment #13). Kent Sundberg explained that items three and four under Section Four will remain in the agreement. Steve White made a motion to approve the amended Interlocal Cooperation Agreement as corrected and presented. Steve Wall seconded the motion which passed unanimously. The amended agreement will be sent to each member for approval by resolution.

### Approve 2008 Coverage Agreement

Ken Bischoff requested this item to be tabled until the next meeting.

### Review Board Travel Policy

Lynn Lemon explained that Board Members have requested that the Board Travel Policy be revised to include per diem. Brad Dee explained that receipts are discoverable and per diem is not. The Board directed Mark Brady to prepare proposed amendments to the Travel Policy for the Board's review at its next meeting.



#### Set Date and Time for Closed Meeting

Jim Nyland made a motion to set the date and time for a closed meeting to discuss pending or reasonably imminent litigation for November 15, 2007 at 7:55 p.m. Jerry Hess seconded the motion, which passed unanimously. Board Members present at the closed meeting were: Bruce Adams, Kay Blackwell, Ken Bischoff, Brad Dee, Jim Eardley, Jerry Hess, Karla Johnson, Lynn Lemon, Jim Nyland and Steve Wall. Wayne Smith, Kent Sundberg and Steve White were excused from the discussion of their County's pending litigation. Others present were: Mark Brady and Sonya White. The regular scheduled meeting resumed at 8:35 p.m.

#### Action on Litigation Matters

Kent Sundberg made a motion authorizing an amount up to \$180,000 in the matter of IR00000402007. Ken Bischoff seconded the motion, which passed; Wayne Smith abstained.

Ken Bischoff made a motion authorizing an amount up to \$100,000 in the matter of UTA0000962006. Jim Nyland seconded the motion, which passed; Kent Sundberg and Steve White abstained.

Steve White made a motion to strike agenda items 13-16. Steve Wall seconded the motion which passed unanimously.

#### Ratification and Approval of Payments and Credit Card Transactions

Steve Wall reviewed the payments made, payments to be made (see attachment #14) and credit card transactions with the Board. Steve Wall made a motion to approve the payments made, payments to be made and credit card transactions. Steve White seconded the motion, which passed unanimously.

#### Other Business

Bill Cox, Outgoing President of the Utah Association of Counties (UAC), thanked the Board for inviting him to participate in its meetings and that UAC would continue to support UCIP.

Brad Dee requested that the Workers' Compensation consultant meet with him regarding the County's experience modifier.

The next meeting of the Board of Trustees is scheduled for December 13, 2007, 8:00 a.m. in Moab.




Approved on this 12 day of December 2007




  
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Steve Wall, UCIP Secretary-Treasurer



## SURVEY RESULTS

### 2007 Certificate in Risk Management, August 14-16

5. Overall impression of the Training:		
	Response Percent	Response Count
Excellent 	47.7%	21
Very Good 	50.0%	22
Average 	2.3%	1
Poor	0.0%	0
<b>answered question</b>		<b>44</b>
<b>skipped question</b>		<b>0</b>

6. Did you like the format/time schedule of the Training?		
	Response Percent	Response Count
Yes 	88.4%	38
 No (explain what would work better for you next year) 	16.3%	7
<b>answered question</b>		<b>43</b>
<b>skipped question</b>		<b>1</b>

7. Did you like/dislike the Great Hall at the Hunter Conference Center where the Training/meals were held? Explain.

- meeting room was great
- I liked it, but felt that for some of the presentations too many people sat at the round tables in the back and made the crowd too spread out.
- I really like the set up in the great hall
- Very Nice Room and tables were nice for taking notes
- I like having the conference at Haze Hunter center
- Excellent Facilities
- Quite Beautiful
- Great place, much better than the other Cedar City location
- Dislike. Chairs were very uncomfortable.



## 12. What topics would you like presented/discussed at next year's Workers' Compensation Session?

- Abusing Workman's Comp or the Family Leave Act and actions to be taken.
- How do you encourage or reward safety and safe working environment in the work place?
- fraudulent claims - what to do if suspected and what UCIP does
- UCIP's top 10 worker's Comp claims and what impact it had on the member counties and what strategies the counties used to compensate for the injured employee, hiring of additional personnel, increased work load, etc.....This is only a request, not a volunteer to be part of the presentation!
- any
- alternative suggestions to defensive driving courses or classes
- You all do a great job.
- Basics of claim management--might be a good refresher. Emod rates, a plan to lower them.
- My favorite was the difficult employee. I would like additional items on personnel. Quinn McKay was excellent last year.
- employers liability risks

## 14. How would you rate the presenters for Session 2 - Risk Management and the Law, August 15?

	excellent	good	average	fair	poor	Rating Average	Response Count
Dave Patterson	47.5% (19)	45.0% (18)	7.5% (3)	0.0% (0)	0.0% (0)	1.60	40
Craig Bott	50.0% (21)	45.2% (19)	4.8% (2)	0.0% (0)	0.0% (0)	1.55	42
Gary McKean	33.3% (14)	59.5% (25)	7.1% (3)	0.0% (0)	0.0% (0)	1.74	42
Kent Sundberg	63.4% (26)	34.1% (14)	2.4% (1)	0.0% (0)	0.0% (0)	1.39	41
Dave Wilson	30.8% (12)	61.5% (24)	5.1% (2)	2.6% (1)	0.0% (0)	1.79	39
Shawn Guzman	36.8% (14)	44.7% (17)	15.8% (6)	2.6% (1)	0.0% (0)	1.84	38
Mark Brady	52.6% (20)	42.1% (16)	2.6% (1)	2.6% (1)	0.0% (0)	1.55	38
Lester Nixon	65.6% (21)	31.3% (10)	3.1% (1)	0.0% (0)	0.0% (0)	1.38	32
answered question							42
skipped question							2

## 15. How would you rate the presentation topics and information provided for each topic?

	excellent	good	average	fair	poor	Rating Average	Response Count
Pursuit Policies	59.0% (23)	33.3% (13)	7.7% (3)	0.0% (0)	0.0% (0)	1.49	39
Drug Testing	46.3% (19)	51.2% (21)	2.4% (1)	0.0% (0)	0.0% (0)	1.56	41
Open Meeting Act Update	41.5% (17)	48.8% (20)	9.8% (4)	0.0% (0)	0.0% (0)	1.68	41
Volunteers--Bane or Blessing	63.4% (26)	31.7% (13)	2.4% (1)	2.4% (1)	0.0% (0)	1.44	41
Managing Your Claims and Litigation	34.2% (13)	55.3% (21)	7.9% (3)	2.6% (1)	0.0% (0)	1.79	38
Interlocal Agreements	44.7% (17)	36.8% (14)	18.4% (7)	0.0% (0)	0.0% (0)	1.74	38
e-Discovery and the New Rules	48.6% (17)	48.6% (17)	0.0% (0)	2.9% (1)	0.0% (0)	1.57	35
answered question							41
skipped question							3

## 16. What topics would you like presented/discussed at next year's Risk Management and the Law Session?

- retaliation claims and training/time to revisit workplace violence policies
- full reviews with the updates
- OHV Roads & Trails, Trails/Canals Liability
- Fair Hazards - Landfills -
- any
- I enjoy all of the Risk Management and the Law Sessions
- Filing E Files



18. How would you rate the presenters for Session 3 - Risk Management Basics, August 16							
	excellent	good	average	fair	poor	Rating Average	Response Count
Lester Nixon	70.6% (24)	29.4% (10)	0.0% (0)	0.0% (0)	0.0% (0)	1.29	34
Steve Wall	51.5% (17)	39.4% (13)	9.1% (3)	0.0% (0)	0.0% (0)	1.58	33
Malcolm Nash	45.5% (15)	39.4% (13)	15.2% (5)	0.0% (0)	0.0% (0)	1.70	33
Bruce Beardsley	32.3% (10)	51.6% (16)	16.1% (5)	0.0% (0)	0.0% (0)	1.84	31
Pam Ayala	28.1% (9)	53.1% (17)	15.6% (5)	0.0% (0)	3.1% (1)	1.97	32
Lana Jensen	35.5% (11)	48.4% (15)	12.9% (4)	3.2% (1)	0.0% (0)	1.84	31
Kaye Reese	23.3% (7)	60.0% (18)	10.0% (3)	3.3% (1)	3.3% (1)	2.03	30
John Chino	32.0% (8)	56.0% (14)	8.0% (2)	4.0% (1)	0.0% (0)	1.84	25
Mike Brave	37.5% (9)	54.2% (13)	4.2% (1)	4.2% (1)	0.0% (0)	1.75	24
answered question							35
skipped question							9

19. How would you rate the presentation topics and information provided for each topic?							
	excellent	good	average	fair	poor	Rating Average	Response Count
Risk Assessments	57.6% (19)	42.4% (14)	0.0% (0)	0.0% (0)	0.0% (0)	1.42	33
Sevier County Emergency & Response	48.5% (16)	45.5% (15)	6.1% (2)	0.0% (0)	0.0% (0)	1.58	33
Investing In Disaster Planning & Recovery	36.4% (12)	54.5% (18)	9.1% (3)	0.0% (0)	0.0% (0)	1.73	33
Dealing With The Accident Repeater (Panel Discussion)	25.0% (8)	50.0% (16)	18.8% (6)	6.3% (2)	0.0% (0)	2.06	32
Bond Requirements For Contracts	20.0% (5)	52.0% (13)	24.0% (6)	4.0% (1)	0.0% (0)	2.12	25
Taser	45.5% (10)	40.9% (9)	9.1% (2)	4.5% (1)	0.0% (0)	1.73	22
answered question							34
skipped question							10

20. What topics would you like presented/discussed at next year's Risk Management Basics Session?

1. Fair Hazards - Landfills - Walk Around Follow-ups - Getting Supervisors to be more safety conscience
2. any
3. More "real life" experiences, such as Sevier County
4. Facilities security, what other Counties are doing.

**23. Do you like going to the Shakespearean Theatre, August 15, or what other activity would you enjoy? Explain.**

1. Liked, but would suggest looking at non-Shakespearean plays as an alternative. This year the musical "Lend Me A Tenor" was playing the night we went to "King Lear", and it had gotten good reviews, and may have been a good option.
2. We love going to the plays, they are always so good
3. I always like the play
4. yes
5. Enjoyed the Theatre, Four Wheeling
6. yes
7. Liked it; what else is there?
8. Didn't go

**24. What did you like best about the 2007 Certificate in Risk Management Program?**

1. topics covered are important
2. The presentations and the interaction with everyone.
3. I really think this was one of the best trainings you have put on, the speakers all did a really good job.
4. Overall Information Presented.
5. location and material presented
6. The information was very helpfull, Craig Bott is alway so great and does the drug and alchol exceptionally
7. osha briefings
8. Networking with other people
9. Variety of topics, networking
10. Topics but more substance

**25. What would you suggest we do differently?**

1. continue with the great job you are doing
2. Nothing
3. nothing just reload, retool and train again
4. I'd like to see more interaction between presenters and participants.
5. I felt that alot of the classes focused on the Sheriffs Office and not the County as a whole. Especially disipline, repeat offenders and workmans comp claim. In our Road Dept with 50+ employees we face these all the time and I feel that the approach is usually different.
6. Not spread it out so much
7. see above
8. Meetings in the morning and golf or recreation in afternoon
9. No taser anxiety then not follow through - I'm suing for compensable stress ;)
10. All handouts in the books or holes punched in the ones that are handed out during a session.

**26. Where would you like this Training to be held next year (location, facility)?**

1. continue at the same location
2. Cedar City is a great location.
3. We love coming to Cedar City
4. Same facility
5. Same Place
6. same
7. Anywhere but the Wasatch Front.
8. This was great
9. cedar city is a fine place



Utah Counties Insurance Pool

# *Supporting Your Goals Since 1992*

## **ANNUAL MEETING of the MEMBERS**

December 6, 2007  
Thanksgiving Point  
3003 N. Thanksgiving Way, Lehi, UT

**LUNCH**, Guest Speaker Lester Nixon

**11:30-12:30 Rose Room**

### **AGENDA**

**12:30p–4:00p Amber Room**

Call to Order	Welcome	5 min	Lynn Lemon
	Member Roll Call	5 min	Bruce Adams
	Introduction of Trustees and Staff	5 min	Wayne Smith
	Review of Member Powers	5 min	Jerry Hess
Action	Approval of November 2006 Minutes	5 min	Karla Johnson
	Approval of Amended Bylaws	10 min	Kay Blackwell
Elections	Introduction of Trustee Nominations	15 min	Jim Eardley
	Speeches by Nominees		
	Ballot Election for 2008 Board of Trustees		
Reports	Audit Committee	15 min	Steve Wall
	Law Enforcement Committee	10 min	Jim Nyland
	Litigation Management Committee	15 min	Kent Sundberg
	Personnel Committee	10 min	Brad Dee
	Break	15 min	
	Interim Chief Executive Officer's Report	15 min	Mark Brady
	Workers' Compensation Safety Specialist's	15 min	Brody Parker
	Employee Benefits Pool	10 min	Anne Ayrton
	Multiline Claims Manager's	10 min	Korby Siggard
	Loss Control Manager's	10 min	Mark Brady
	State of the Industry	20 min	John Chino
	President's	15 min	Lynn Lemon
	Break	15 min	
Wrap-Up	Outstanding Achievements Awards	10 min	Ken Bischoff
	Outgoing Trustee Recognition	15 min	Steve White
	Election Results	5 min	Jim Eardley
	Adjourn		





**2007 Workers' Compensation Claims as of October 31, 2007**

<u>County</u>	<u>Number of Claims</u>	<u>Loss Payments</u>	<u>Expense Payments</u>	<u>Loss Reserve</u>	<u>Total Experience</u>
Bear River	5	\$1,008.04	\$4,470.00	\$4,470.00	\$9,948.04
Cache	25	\$9,951.80	\$26,150.40	\$25,680.15	\$61,782.35
Carbon	7	\$3,235.53	\$6,230.82	\$6,230.82	\$15,697.17
Daggett	1	\$1,115.73	\$1,570.80	\$1,570.80	\$4,257.33
Duchesne	2	\$95.93	\$1,700.00	\$1,700.00	\$3,495.93
Garfield	1	\$8,672.70	\$11,745.56	\$11,745.56	\$32,163.82
Grand	9	\$13,280.99	\$20,217.49	\$20,217.49	\$53,715.97
Iron	29	\$28,854.74	\$60,880.85	\$60,880.85	\$150,616.44
Juab	6	\$11,806.53	\$36,244.11	\$36,244.11	\$84,294.75
Kane	9	\$7,992.16	\$22,656.00	\$22,656.00	\$53,304.16
Millard	18	\$5,462.28	\$19,138.20	\$19,138.20	\$43,738.68
Morgan	1	\$45.73	\$900.00	\$900.00	\$1,845.73
Rich	2	\$0.00	\$1,800.00	\$1,800.00	\$3,600.00
San Juan	7	\$7,345.20	\$13,050.00	\$13,050.00	\$33,445.20
Sanpete	4	\$97.12	\$2,010.00	\$2,010.00	\$4,117.12
Sevier	9	\$2,642.47	\$7,989.40	\$7,989.40	\$18,621.27
Summit	18	\$11,773.05	\$49,384.59	\$49,384.59	\$110,542.23
Tooele	20	\$51,415.71	\$105,863.46	\$105,863.46	\$263,142.63
Uintah	22	\$39,780.93	\$94,179.45	\$94,179.45	\$228,139.83
Utah	83	\$77,305.68	\$269,630.22	\$269,630.22	\$616,566.12
Wasatch	8	\$23,914.89	\$105,636.32	\$105,636.32	\$235,187.53
Wasatch MH	15	\$5,848.69	\$19,974.68	\$19,860.84	\$45,684.21
Washington	22	\$32,070.13	\$67,495.74	\$67,039.55	\$166,605.42
Wayne	3	\$72.02	\$3,200.00	\$3,200.00	\$6,472.02
Weber	40	\$34,195.70	\$103,885.34	\$103,885.34	\$241,966.38
<b>POOL TOTAL:</b>					<b>\$2,488,950.33</b>





Utah Counties Insurance Pool  
*Supporting Your Goals Since 1992*

## FINANCIAL STATEMENTS

Month Ending September 30, 2007

To the Board of Trustees:

I have compiled the accompanying, in-house prepared, unaudited account balances arising from cash transactions and from accrual transaction of the Utah Counties Insurance Pool as of 9/30/07 and accompanying notes to basic financial statements.

Sonya White  
Manager of Administration  
801-565-8500  
[sonya@ucip.utah.gov](mailto:sonya@ucip.utah.gov)

Reviewed this 9<sup>th</sup> day of NOV, 2007

By: 

## UTAH COUNTIES INSURANCE POOL

## Balance Sheet

September 30, 2007 and 2006

	Accrual 2007	Cash 2007	Cash 2006
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Cash &amp; Cash Equivalents</b>			
PTIF 1395	2,000,755.73	2,000,755.73	414,668.20
PTIF 4651	1,558,269.91	1,558,269.91	0.00
Expense	27,340.72	27,340.72	188,166.26
Claims	5,313.00	5,313.00	3,524.45
HRA	5,585.59	5,585.59	5,713.95
Restricted	0.00	0.00	30,896.13
UBS Securities	207,799.03	207,799.03	300,244.41
WF Securities	512,433.04	512,433.04	617,275.35
EB Expense	394,500.05	394,500.05	-36,093.32
WC Expense	19,075.59	19,075.59	20,024.64
WC Claims	22,139.34	22,139.34	13,907.24
Total Cash	4,753,212.00	4,753,212.00	1,558,327.31
<b>Receivables</b>			
Accounts Receivable	74,383.78	74,383.78	2,282.76
Accrued Investment Income	157,094.84	0.00	0.00
Total Receivables	231,478.62	74,383.78	2,282.76
<b>Prepaid</b>			
Prepaid Expenses	1,151,830.79	0.00	0.00
Total Prepays	1,151,830.79	0.00	0.00
<b>Investments</b>			
Restricted	0.00	0.00	1,114,336.78
Restricted CRL Capital	555,181.00	555,181.00	441,119.00
Unrestricted	8,269,241.09	8,269,241.09	8,541,551.69
Total Investments	8,824,422.09	8,824,422.09	10,097,007.47
<b>Fixed Assets</b>			
Capital	216,492.00	216,492.00	180,451.45
Depreciation	-114,009.00	-38,430.00	-109,994.00
Total Fixed	102,483.00	178,062.00	70,457.45
Total Assets	15,063,426.50	13,830,079.87	11,728,074.99
<b>LIABILITIES</b>			
<b>Current Liabilities</b>			
IBNR Reserves	3,332,818.00	3,650,118.00	3,235,630.00
Loss Reserves	3,825,469.00	3,825,469.00	1,265,414.51
ULAE Reserves	317,300.00	0.00	0.00
Unearned Premiums	5,282,445.00	0.00	0.00
Accounts Payable	499,601.67	0.00	0.00
Payroll Liabilities	113.13	113.13	467.08
Sick Leave Payable	49,264.90	49,264.90	50,795.88
Vacation Payable	14,995.11	14,995.11	13,174.13
Total Current	13,322,006.81	7,539,960.14	4,565,481.60
<b>Equity</b>			
Invested in Capital Assets	102,483.00	0.00	0.00
Restricted Building	197,535.41	197,535.41	254,276.52
Restricted Automobile	43,697.80	43,697.80	31,697.80
Unrestricted	1,397,703.48	6,048,886.52	6,876,619.07
Total Long Term	1,741,419.69	6,290,119.73	7,162,593.39
Total Liabilities	15,063,426.50	13,830,079.87	11,728,074.99



**UTAH COUNTIES INSURANCE POOL**  
**Multiline Budget to Actual Comparison**  
**For the Month Ending September 30, 2007**

	<u>Budget</u>	<u>Y-T-D Actual</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Accrual</u>	<u>Variance</u>
<b>Revenue</b>						
Premiums Written	4,656,499.00	4,669,922.00	13,423.00	100.29%	3,502,441.50	0.29%
Best Practices Program Credit	-160,000.00	-179,607.00	-19,607.00	112.25%	-179,607.00	12.25%
Investment Income	510,000.00	405,437.00	-104,563.00	79.50%	304,077.75	-20.50%
Total Revenue	5,006,499.00	4,895,752.00	-110,747.00	97.79%	3,626,912.25	-2.21%
<b>Losses and Loss Expenses</b>						
Prior Year Losses	2,024,221.00	1,289,199.35	-735,021.65	63.69%	966,899.51	-36.31%
Current Year Losses	800,000.00	491,308.87	-308,691.13	61.41%	368,481.65	-38.59%
Reinsurance	1,069,153.00	1,048,957.31	-20,195.69	98.11%	786,717.98	-1.89%
Total Loss Expenses	3,893,374.00	2,829,465.53	-1,063,908.47	72.67%	2,122,099.15	-27.33%
<b>Administration Expenses</b>						
Accounting	10,000.00	8,565.55	-1,434.45	85.66%	8,565.55	-14.34%
Actuarial Analysis	8,500.00	6,375.00	-2,125.00	75.00%	6,375.00	-25.00%
Total Administration	18,500.00	14,940.55	-3,559.45	80.76%	14,940.55	-19.24%
Total Losses and Expenses	3,911,874.00	2,844,406.08	-1,067,467.92	72.71%	2,137,039.70	-27.29%
Transfer to Administration Budget	1,094,625.00	820,968.75	-273,656.25	75.00%	1,489,872.55	-25.00%
<b>Equity / Reserves</b>						
Automobile	43,697.80					
Building Debt Service	169,365.41					
Building Repairs & Replacement	28,170.00					
Capital (CRL)	396,907.00					
Total Designated Reserves	638,140.21					

**Note:**  
This year is 75.00% complete

**UTAH COUNTIES INSURANCE POOL**  
**Workers' Compensation Budget to Actual Comparison**  
**For the Month Ending September 30, 2007**

	Budget	Y-T-D Actual	\$ Over Budget	% of Budget	Accrual	Variance
<b>Revenue</b>						
Premiums Written	2,445,431.00	2,373,338.00	-72,093.00	97.05%	1,780,003.50	-2.95%
Best Practices Program Credit	-50,000.00	-50,988.00	-988.00	101.98%	-50,988.00	1.98%
Investment Income	55,000.00	41,250.06	-13,749.94	75.00%	30,937.55	-25.00%
Total Revenue	2,450,431.00	2,363,600.06	-86,830.94	96.46%	1,759,953.05	-3.54%
<b>Losses and Loss Expenses</b>						
Prior Years Losses	1,361,667.00	604,494.42	-757,172.58	44.39%	453,370.82	-55.61%
Current Year Losses	300,000.00	206,846.22	-93,153.78	68.95%	155,134.67	-31.05%
Reinsurance	395,000.00	430,466.00	35,466.00	108.98%	322,849.50	8.98%
Third Party Administrator	30,000.00	29.70	-29,970.30	0.10%	22.28	-99.90%
Total Loss Expenses	2,086,667.00	1,241,836.34	-844,830.66	59.51%	620,918.17	-40.49%
<b>Administration Expenses</b>						
Accounting	7,500.00	6,754.93	-745.07	90.07%	6,754.93	-9.93%
Actuarial Analysis	8,500.00	6,375.00	-2,125.00	75.00%	6,375.00	-25.00%
Consultant	21,000.00	15,525.00	-5,475.00	73.93%	15,525.00	-26.07%
Self-Insurer's Tax	70,000.00	66,946.00	-3,054.00	95.64%	50,209.50	-4.36%
Total Administration	107,000.00	95,600.93	-11,399.07	89.35%	78,864.43	-10.65%
Total Losses and Expenses	2,193,667.00	1,337,437.27	-856,229.73	60.97%	542,053.74	-39.03%
Transfer to Administration Budget	256,764.00	192,573.00	-64,191.00	75.00%	1,217,899.31	-25.00%
<b>Equity / Reserves</b>						
Capital (CRL)	158,274.00					
Total Equity	158,274.00					

**Note:**  
This year is 75.00% complete

**UTAH COUNTIES INSURANCE POOL**  
Employee Benefits Budget to Actual Comparison  
For the Month Ending September 30, 2007

	Budget	Y-T-D Actual	\$ Over Budget	% of Budget	Accrual	Variance
<b>Revenue</b>						
Premiums Written	7,200,000.00	4,493,537.71	-2,706,462.29	62.41%	3,370,153.28	-37.59%
Program Management Fees	50,000.00	23,161.00	-26,839.00	46.32%	23,161.00	-53.68%
Investment Income	35,000.00	26,250.00	-8,750.00	75.00%	19,687.50	-25.00%
Total Revenue	7,285,000.00	4,542,948.71	-2,742,051.29	62.36%	3,413,001.78	-37.64%
<b>Expenses</b>						
Accounting	2,000.00	1,593.11	-406.89	79.66%	1,593.11	-20.34%
Audit	2,000.00	0.00	-2,000.00	0.00%	0.00	-100.00%
Premiums Paid to OptiCare	40,000.00	40,422.89	422.89	101.06%	40,422.89	1.06%
Premiums Paid to PEHP	7,160,000.00	4,119,202.79	-3,040,797.21	57.53%	4,119,202.79	-42.47%
Total Expenses	7,204,000.00	4,161,218.79	-3,042,781.21	57.76%	4,161,218.79	-42.24%
Transfer to Administration Budget	81,000.00	60,750.00	-20,250.00	75.00%	-748,217.01	-25.00%

**Note:**  
This year is 75.00% complete

**UTAH COUNTIES INSURANCE POOL**  
**Administration Budget to Actual Comparison**  
**For the Month Ending September 30, 2007**

	Budget	Y-T-D Actual	\$ Over Budget	% of Budget	Accrual	Variance
<b>Transfers</b>						
Employee Benefits	81,000.00	60,750.00	-20,250.00	75.00%	30,375.00	-25.00%
Multiline	1,094,625.00	820,968.75	-273,656.25	75.00%	615,726.56	-25.00%
Workers' Compensation	256,764.00	192,573.00	-64,191.00	75.00%	144,429.75	-25.00%
Total Transfers	1,432,389.00	1,074,291.75	-358,097.25	75.00%	805,718.81	-25.00%
<b>Administration Expenses</b>						
Automobile Expense	9,500.00	12,286.11	2,786.11	129.33%	12,286.11	29.33%
Automobile Reserve	25,000.00	0.00	-25,000.00	0.00%	0.00	-100.00%
Bank Charges	300.00	146.20	-153.80	48.73%	146.20	-51.27%
Board Expense	45,000.00	42,636.92	-2,363.08	94.75%	42,636.92	-5.25%
Building Lease	70,000.00	52,362.02	-17,637.98	74.80%	52,362.02	-25.20%
Copying Costs	6,000.00	5,112.43	-887.57	85.21%	5,112.43	-14.79%
Depreciation	75,000.00	38,430.00	-36,570.00	51.24%	28,822.50	-48.76%
Dues / Subscriptions	6,000.00	6,215.87	215.87	103.60%	6,215.87	3.60%
Exhibiting & Sponsorship	17,000.00	6,026.68	-10,973.32	35.45%	6,026.68	-64.55%
Fees & Licensing	1,000.00	10.00	-990.00	1.00%	10.00	-99.00%
Incentives	5,000.00	3,219.65	-1,780.35	64.39%	3,219.65	-35.61%
Information Technology	85,000.00	44,243.21	-40,756.79	52.05%	44,243.21	-47.95%
Land Use Hotline	15,000.00	3,170.70	-11,829.30	21.14%	3,170.70	-78.86%
Lobbying & Legislative Tracking	15,000.00	1,210.83	-13,789.17	8.07%	1,210.83	-91.93%
Loss Control / Training	55,000.00	59,161.02	4,161.02	107.57%	59,161.02	7.57%
Office Equipment	7,000.00	999.72	-6,000.28	14.28%	999.72	-85.72%
Office Insurance	5,600.00	5,968.00	368.00	106.57%	4,476.00	6.57%
Office Supplies	7,500.00	5,575.10	-1,924.90	74.34%	5,575.10	-25.67%
Postage	4,000.00	3,432.37	-567.63	85.81%	3,432.37	-14.19%
Printing	2,500.00	3,467.32	967.32	138.69%	3,467.32	38.69%
Professional Fees	35,000.00	25,605.32	-9,394.68	73.16%	25,605.32	-26.84%
Property Placement Fee	60,000.00	60,000.00	0.00	100.00%	45,000.00	0.00%
Staff Expenses	40,000.00	34,826.94	-5,173.06	87.07%	34,826.94	-12.93%
Staff Medical Insurance	109,814.00	112,806.87	2,992.87	102.73%	112,806.87	2.73%
Staff Payroll Expenses	42,002.00	32,572.71	-9,429.29	77.55%	32,572.71	-22.45%
Staff Retirement	134,130.00	100,203.91	-33,926.09	74.71%	100,203.91	-25.29%
Staff Salaries	549,043.00	419,800.19	-129,242.81	76.46%	419,800.19	-23.54%
Telephone	6,000.00	6,138.39	138.39	102.31%	6,138.39	2.31%
Total Administration	1,432,389.00	1,085,628.48	-346,760.52	75.79%	1,085,628.48	-24.21%

**Note:**  
This year is 75.00% complete



## All Years as of 10/31/07

Total Incurred By Year																	Loss Ratio
1992	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	Total	
1,454	2,972	7,397	7,953	30,644	15,356	11,783	28,952	10,862	26,351	5,863	6,906	25,534	13,157	3,031	3,397	201,613	17%
7,960	153,460	53,712	51,568	11,367	23,292	10,189	3,262	115,023	48,523	269,895	141,807	24,283	628,887	98,481	99,892	1,741,602	53%
223,764	274,008	140,866	28,527	81,914	35,366	16,318	17,547	93,369	256,513	62,267	59,260	171,114	433,560	176,799	205,542	2,276,734	61%
0	0	0	0	0	0	121,825	30,953	2,389	355,226	22,243	18,193	208,537	57,474	49,746	7,231	873,817	71%
0	0	0	0	0	0	0	0	2,337	0	23,500	9,680	57,626	35,916	8,855	4,189	142,103	36%
73,363	256,424	221,691	111,543	243,774	382,198	71,179	116,748	62,674	170,611	138,552	168,378	187,590	59,436	123,703	33,965	2,421,829	38%
22,926	76,176	20,774	24,684	13,122	41,632	7,319	77,929	0	49,719	41,242	705,729	57,811	34,223	84,090	36,133	1,293,509	64%
82,379	32,961	83,281	8,032	29,143	50,376	23,305	7,079	6,044	6,793	26,737	175,526	80,763	18,772	5,054	51,389	687,633	19%
5,000	938	2,477	33,445	10,104	0	9,873	0	295	40,000	14,785	11,963	15,332	28,361	55,240	12,746	240,560	20%
6,812	43,012	2,938	2,947	60,804	714	24,782	19,438	38,160	21,713	2,336	443,733	11,105	65,940	23,445	30,941	798,819	47%
911	289,361	128,551	14,643	2,917	8,793	96,256	4,339	19,653	69,944	95,048	36,332	42,962	105,487	120,617	200,211	1,236,026	45%
0	32,718	67,707	5,631	22,838	17,236	172,902	5,501	16,155	33,471	14,661	140	4,609	683,604	26,447	61,113	1,164,732	72%
0	0	7,777	6,992	4,493	0	135,261	4,143	22,024	14,790	28,992	22,578	16,848	32,240	52,496	25,790	374,423	29%
0	2,669	21,738	90,130	40,832	8,821	99,179	22,767	42,468	10,134	50,487	21,171	45,955	66,087	115,822	30,333	668,593	32%
0	0	0	0	0	0	0	0	0	0	0	0	47,991	120,879	8,503	11,277	188,650	61%
0	0	0	0	7,174	0	0	0	0	6,875	30,000	0	0	0	0	0	44,048	12%
777	800	1,630	5,788	1,947	0	10,407	335,291	849	0	480	0	17,056	7,666	36,693	1,800	421,184	56%
52,355	21,010	8,957	132,546	19,226	5,522	94,754	40,475	27,928	40,922	4,017	258,676	512,748	99,564	13,278	41,611	1,373,590	55%
79,147	15,711	17,474	112,828	5,299	1,776	2,075	28,068	32,904	17,424	36,932	4,355	67,281	27,694	9,404	26,660	485,032	31%
7,604	8,879	22,863	10,814	2,837	14,415	16,907	1,530	14,861	2,434	233,746	6,976	112,259	58,608	279,383	84,989	879,107	59%
42,882	215,726	75,689	29,067	0	0	0	0	0	0	0	0	37,967	343,992	111,667	178,722	1,035,712	57%
185,199	39,623	202,953	46,706	61,641	84,256	40,240	61,638	6,349	144,110	470,061	101,945	124,808	70,999	829,986	110,367	2,580,881	81%
154,286	125,687	191,225	152,602	134,502	216,008	274,926	104,271	105,589	315,290	26,186	215,092	585,539	971,748	682,403	333,098	4,588,450	69%
15,946	17,620	160,236	53,121	74,388	357,315	3,649	181,369	14,758	32,988	344,317	49,485	68,965	65,165	169,948	107,784	1,717,053	66%
165,231	64,911	112,514	53,944	41,792	7,024	182,097	171,882	14,761	53,525	66,890	594,864	120,346	208,386	157,279	251,685	2,267,130	62%
1,202	0	202	0	23,831	569	23,849	0	0	0	65,786	644	157	30,115	14,592	3,200	164,148	23%
0	0	0	0	0	0	39,412	437,887	512,219	513,378	49,162	229,908	517,448	223,492	335,089	194,204	3,052,199	71%
0	0	0	0	0	0	0	0	0	0	0	0	0	0	32,920	0	32,920	151%
0	0	0	0	0	0	0	0	0	0	0	0	1,692	0	32,385	4,470	38,547	38%
0	0	0	0	0	0	0	0	0	0	0	3,312	0	0	0	0	3,312	5%
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%

# UTAH COUNTIES INSURANCE POOL

## Multiline Claims Report

YTD as of 10/31/07

COUNTY	PREMIUM	NUMBER of CLAIMS YTD		TOTAL PAID	TOTAL RESERVES	TOTAL INCURRED	LOSS RATIO
		Open	Closed				
Beaver	70,741	1	5	3,398	2,000	5,398	6%
Box Elder	192,697	2	8	54,711	45,221	99,363	43%
Cache	226,738	5	3	38,554	141,786	169,006	62%
Carbon	156,901	1	3	0	1,000	1,000	1%
Daggett	47,186	1	1	618	2,000	2,618	5%
Davis	428,524	3	16	20,384	13,581	33,965	7%
Duchesne	127,919	1	13	19,433	15,000	34,433	22%
Emery	168,105	1	4	50,502	887	51,389	25%
Garfield	70,186	1	0	0	1,000	1,000	1%
Grand	104,632	0	3	10,724	0	10,724	9%
Iron	178,631	6	5	16,949	122,375	139,324	65%
Juab	113,960	3	7	18,453	6,406	24,859	18%
Kane	86,204	0	3	3,134	0	3,134	3%
Millard	162,667	2	4	7,688	3,500	11,188	6%
Morgan	51,388	0	3	10,377	0	10,377	17%
Piute	25,873	0	0	0	0	0	0%
Rich	46,994	0	0	0	0	0	0%
San Juan	163,945	0	5	28,561	0	28,561	15%
Sanpete	65,855	1	4	10,770	13,881	24,083	30%
Sevier	99,848	2	1	33,898	43,102	77,000	64%
Tooele	236,094	2	14	50,059	26,000	76,059	27%
Uintah	224,336	1	7	10,188	6,000	13,350	5%
Utah	497,106	3	15	24,271	39,196	63,467	11%
Wasatch	210,152	0	2	2,148	0	2,148	1%
Washington	272,329	11	12	119,938	64,251	182,035	56%
Wayne	43,313	0	0	0	0	0	0%
Weber	491,216	3	26	40,477	49,842	81,501	14%
UCIP	5,436	0	0	0	0	0	0%
Bear River HD	21,473	0	1	0	0	0	0%
Central HD	12,551	0	0	0	0	0	0%
Southeast HD	13,418	0	0	0	0	0	0%
Southwest HD	17,690	0	0	0	0	0	0%
Tooele HD	6,829	0	0	0	0	0	0%
Tri-County	9,032	0	0	0	0	0	0%
Wasatch HD	3,917	0	0	0	0	0	0%
Weber-Morgan	17,236	1	2	8,695	12,410	21,105	102%
<b>TOTALS</b>	<b>\$4,671,122</b>	<b>51</b>	<b>167</b>	<b>583,929</b>	<b>609,438</b>	<b>1,193,367</b>	<b>21%</b>

## **UTAH COUNTIES INSURANCE POOL**

### **Notes to Basic Financial Statements**

#### **Reserves for Losses and Loss Adjustment Expenses**

The reserves for losses and loss adjustment expenses include an amount determined from individual case estimates and loss reports and an amount based on past experience for losses incurred but not reported. Such liabilities are necessarily based on assumptions and estimates and while management believes that amounts are adequate, the ultimate liability may be in excess of or less than the amount provided. The methods for making such estimates and for establishing the resulting liabilities are continually reviewed and any adjustments are reflected in the period determined.

#### **Investments**

Investments are comprised of various U.S. Government securities. Investments in U.S. Government securities for September 31, 2007 and 2006 consisted of held-to-maturity securities.

Held-to-maturity securities are reported at cost, adjusted for amortization of premiums and accretion of discounts that are recognized in interest income using the effective interest method over the period to maturity.

The investment in County Reinsurance, Limited (CRL) is valued using the equity method of accounting. Under the equity method, the Pool recognizes its share in the net earnings or losses of the company as they occur rather than as dividends are received.

#### **Restricted Investments**

The Utah Labor Commission, Division of Industrial Accidents, has required the Pool to post and maintain a restricted account in the amount of \$1,500,000 with the Public Treasurers' Investment Fund (PTIF). This account would be used by the Division in the event of a default by the Pool on its Workers' Compensation program obligations. Investment earnings on the account accrues to the Pool.

The investment that is restricted for CRL is equity in CRL that the Pool may not access until it has been a member of CRL for at least five years. The Pool's membership in CRL began January 1, 2004. The equity is capital that CRL is required to maintain under Vermont law.

#### **Capital Assets**

Capital assets are defined by the Pool as assets with an initial individual cost of more than \$500. Capital assets are stated at cost less accumulated depreciation. Depreciation on furniture, equipment and electronic data processing equipment is provided over the estimated useful lives of the assets on the straight-line method. Useful lives vary from three to five years.

Maintenance and repairs, which do not materially extend the useful lives and minor replacements, are expensed as incurred.

#### **Compensated Absences**

Accumulated unpaid vacation and sick pay amounts are accrued when benefits vest to employees and the unpaid liability is reflected as compensated absences payable. The amounts accrued as of September 31, 2007 and 2006 was **\$64,260.01** and **\$63,970.01**, respectively.



### **Investments in Utah Public Treasurers' Investment Fund (PTIF)**

The Public Treasurers' Investment Fund (PTIF) is a pooled investment fund enabling public agencies to benefit from the higher yields offered on large denomination securities. The PTIF is similar in nature to a money market fund, but is subject to the Money Management Act and Rules of the Money Management Council. The PTIF invests in corporate debt, U.S. Agency notes, certificates of deposit and commercial paper. The maximum final maturity of any security invested in by the PTIF is limited to five years. The maximum weighted average life of the portfolio is limited to 90 days. There is no maturity date on an insurer's investment in the PTIF. PTIF deposits are not insured or otherwise guaranteed by the State of Utah. Participants in the PTIF pay an administrative charge on an annual basis based on the average account balance. The PTIF is operated as a service to local governments and does not generate a profit to the Utah State Treasurer. The investment in PTIF totaled **\$2,000,755.73** and **\$414,668.20** as of September 31, 2007 and 2006, respectively.

The Pool maintains a restricted account at PTIF in the amount of \$1,500,000 in favor of the Utah Labor Commission, Division of Industrial Accidents, which requires the account as a condition of self-funding the Pool's Workers' Compensation Program. The account would be used by the Division in the event of a default by the Pool on its Workers' Compensation obligations.

### **Reinsurance**

The Pool has purchased specific and aggregate reinsurance coverage. The agreements provide for liability insurance in excess of a \$250,000 self-insured retention and property and crime insurance in excess of a \$250,000 self-insured retention up to an aggregate loss limit. The Pool has purchased reinsurance to protect against losses above these limits.

Effective 2003, the Pool has purchased only specific reinsurance coverage. The agreement provides for liability insurance in excess of a \$250,000 self-insured retention and property and crime insurance in excess of a \$250,000 self-insured retention.

Estimated claims loss liabilities are stated net of estimated losses applicable to reinsurance ceded to other insurance companies. However, the Pool is contingently liable for those amounts in the event such companies are unable to pay their portion of the claims.

### **Unsecured Reinsurance Recoverables**

The Company does not have an unsecured aggregate recoverable for losses, paid and unpaid including IBNR, loss adjustment expenses and unearned premium with any individual reinsurers, authorized or unauthorized, that exceeds 3% of the Pool's policyholder surplus.

### **Reinsurance Recoverable in Dispute**

The Company does not have any disputed balances or uncollectible funds.

### **Statutory Limits – Workers' Compensation**

Effective 2004, the Pool reinsures Workers' Compensation to statutory limits above its \$300,000 self-insured retention. County Reinsurance, Limited (CRL) provides a layer of coverage \$1,700,000 excess of \$300,000 self-insured retention. Safety National provides excess insurance to statutory limits above the \$2,000,000 provided by CRL.

### **Contingencies**

The Pool is subject to litigation from the settlement of claims contested in the normal course of business. The losses from the actual settlement of such unknown claims are taken into consideration in the computation of the estimated unpaid loss and loss adjustment expense liabilities.



## Investments

The carrying amounts of investments and their fair values at September 31, 2007 and 2006 were as follows:

	2007			
	Cost/ Amortized Cost	Gross Unrealized Gains	Gross Unrealized Losses	Fair Value
Government Bonds	\$ 8,269,241	\$ 41,720	\$ (34,612)	\$ 8,276,349
Restricted Equity Investment	\$ 441,119	\$ 114,062	\$ -	\$ 555,181
<b>Total Investments</b>	<b>\$ 8,710,360</b>	<b>\$ 155,782</b>	<b>\$ (34,612)</b>	<b>\$ 8,831,530</b>

	2006			
	Cost/ Amortized Cost	Gross Unrealized Gains	Gross Unrealized Losses	Fair Value
Government Bonds	\$ 5,551,591	\$ 193,693	\$ (108,416)	\$ 5,636,868
Restricted Government Bonds	\$ 1,114,337	\$ 663	\$ -	\$ 1,115,000
Equity Investment	\$ 284,654	\$ -	\$ -	\$ 284,654
<b>Total Investments</b>	<b>\$ 6,950,582</b>	<b>\$ 194,356</b>	<b>\$ (108,416)</b>	<b>\$ 7,036,522</b>



# Multiline Budget

## UTAH COUNTIES INSURANCE POOL

	2007	Proposed Amended 2007	Variance
<b>REVENUE</b>			
Premiums Written	4,656,499	4,669,922	13,423
Risk Management Program Credit	-160,000	-179,607	-19,607
Investment Income	510,000	510,000	0
<b>TOTAL REVENUE</b>	<b>5,006,499</b>	<b>5,000,315</b>	<b>-6,184</b>
<b>LOSSES AND LOSS EXPENSES</b>			
Prior Year Losses	2,024,221	2,003,818	-20,403
Current Year Losses	800,000	800,000	0
Reinsurance	1,069,153	1,048,957	-20,196
<b>TOTAL LOSS EXPENSES</b>	<b>3,893,374</b>	<b>3,852,775</b>	<b>-40,599</b>
<b>ADMINISTRATION EXPENSES</b>			
Accounting	10,000	10,000	0
Actuarial Analysis	8,500	8,500	0
Capitalization Costs - CRL	0	0	0
<b>TOTAL ADMINISTRATION</b>	<b>18,500</b>	<b>18,500</b>	<b>0</b>
<b>TOTAL LOSSES AND EXPENSES</b>	<b>3,911,874</b>	<b>3,871,275</b>	<b>-40,599</b>
<b>TRANSFER TO ADMINISTRATION BUDGET</b>	<b>1,094,625</b>	<b>1,129,040</b>	<b>34,415</b>
<b>EQUITY / RESERVES</b>			
Automobile	59,098	43,698	-15,400
Building Debt Service	239,300	169,365	-69,935
Building Repairs & Replacement	28,170	28,170	0
Capital (CRL)	317,712	396,907	79,195
<b>TOTAL DESIGNATED RESERVES</b>	<b>644,280</b>	<b>638,140</b>	<b>-6,140</b>





# Administration Budget

## UTAH COUNTIES INSURANCE POOL

	2007	Proposed Amended 2007	Variance
<b>TRANSFERS</b>			
Employee Benefits	81,000	71,000	-10,000
Multiline	1,094,625	1,129,040	34,415
Workers' Compensation	256,764	264,836	8,072
<b>TOTAL TRANSFERS</b>	<b>1,432,389</b>	<b>1,464,876</b>	<b>32,487</b>

### ADMINISTRATION EXPENSES

Automobile Expense	9,500	16,900	7,400
Automobile Reserve	25,000	0	-25,000
Bank Charges	300	300	0
Board Expense	45,000	75,000	30,000
Building Lease Purchase	70,000	70,000	0
Building Maintenance & Repairs	0	0	0
Copying Costs	6,000	7,000	1,000
Depreciation	75,000	55,000	-20,000
Dues / Subscriptions	6,000	6,500	500
Exhibiting & Sponsorship	17,000	15,000	-2,000
Fees & Licensing	1,000	1,000	0
Incentives	5,000	6,500	1,500
Information Technology	85,000	55,000	-30,000
Land Use Hotline Program	15,000	15,000	0
Lobbying & Legislative Tracking	15,000	15,000	0
Loss Control / Training	55,000	70,000	15,000
Office Equipment	7,000	5,000	-2,000
Office Insurance	5,600	10,000	4,400
Office Supplies	7,500	7,500	0
Postage	4,000	4,500	500
Printing	2,500	5,000	2,500
Professional Fees	35,000	35,000	0
Property Placement	60,000	60,000	0
Staff Expenses	40,000	45,000	5,000
Staff Salaries	549,043	549,043	0
Staff Retirement	134,131	134,131	0
Staff Payroll Expense	42,002	42,002	0
Staff Medical Insurance	109,814	151,500	41,687
Telephone	6,000	8,000	2,000
<b>TOTAL ADMINISTRATION</b>	<b>1,432,389</b>	<b>1,464,876</b>	<b>32,487</b>

Breakdown  
detail







**Workers' Compensation Budget****UTAH COUNTIES INSURANCE POOL**

	2007	Proposed Amended 2007	Variance
<b>REVENUE</b>			
Premiums Written	2,445,431	2,373,338	-72,093
Loss Control Program Credit	-50,000	-51,988	-1,988
Investment Income	55,000	55,000	0
<b>TOTAL REVENUE</b>	<b>2,450,431</b>	<b>2,376,350</b>	<b>-74,081</b>
<b>LOSSES AND LOSS EXPENSES</b>			
Prior Year Losses	1,361,667	1,276,102	-85,565
Current Year Losses	300,000	300,000	0
Reinsurance	395,000	430,466	35,466
Third Party Administrator	30,000	1,000	-29,000
<b>TOTAL LOSS EXPENSES</b>	<b>2,086,667</b>	<b>2,007,568</b>	<b>-79,099</b>
<b>ADMINISTRATION EXPENSES</b>			
Accounting	7,500	7,500	0
Actuarial Analysis	8,500	8,500	0
Capitalization Costs - CRL	0	0	0
Consultant	21,000	21,000	0
Self-Insurer's Bond	0	0	0
Self-Insurer's Tax	70,000	66,946	-3,054
<b>TOTAL ADMINISTRATION</b>	<b>107,000</b>	<b>103,946</b>	<b>-3,054</b>
<b>TOTAL LOSSES AND EXPENSES</b>	<b>2,193,667</b>	<b>2,111,514</b>	<b>-82,153</b>
<b>TRANSFER TO ADMINISTRATION BUDGET</b>	<b>256,764</b>	<b>264,836</b>	<b>8,072</b>
<b>EQUITY / RESERVES</b>			
Capital (CRL)	123,407	158,274	34,867
<b>TOTAL EQUITY</b>	<b>123,407</b>	<b>158,274</b>	<b>34,867</b>





# Employee Benefits Budget

## UTAH COUNTIES INSURANCE POOL

	2007	Proposed Amended 2007	Variance
<b>REVENUE</b>			
Premiums Written	7,200,000	6,968,000	-232,000
Program Management Fees	50,000	40,000	-10,000
Investment Income	35,000	35,000	0
<b>TOTAL REVENUE</b>	<b>7,285,000</b>	<b>7,043,000</b>	<b>-242,000</b>
<b>BENEFITS</b>			
Feasibility Study	0	0	0
<b>TOTAL EXPENSES</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>EXPENSES</b>			
Accounting	2,000	2,000	0
Audit	2,000	2,000	0
Marketing	0	0	0
Premiums Paid to OptiCare	40,000	53,000	13,000
Premiums Paid to PEHP	7,160,000	6,915,000	-245,000
<b>TOTAL EXPENSES</b>	<b>7,204,000</b>	<b>6,972,000</b>	<b>-232,000</b>
<b>TRANSFER TO ADMINISTRATION BUDGET</b>	<b>81,000</b>	<b>71,000</b>	<b>-10,000</b>



## UCIP

### Tentative CEO Search Timeline

11-14-07	CEO Announcement sent to AGRIP, PRIMA, RIMS, NAACO, UAC, Utah League of Cities and Towns for advertising in their electronic newsletters. CEO Announcement also posted on UCIP web-site.
12-15-07	Deadline for submission of resumes by candidates.
12-31-07	Completion of the screening of applicants by Search Committee.
Week of 1-7-08	Telephone Interviews with selected applicants.
Week of 1-14-08	Final Interview process for finalists for position.





## **CHIEF EXECUTIVE OFFICER**

The Utah Counties Insurance Pool "UCIP" is seeking an advanced level professional, responsible for managing a local government self-insured insurance pool, that currently has lines of coverage for property and casualty, workers' compensation and employee benefits. Qualified individuals must have extensive knowledge of insurance pooling and self-insurance concepts, laws and operations; knowledge in the area of current civil rights, personnel and ADA laws; knowledge concerning state regulations and applicable codes; a working knowledge of county government; knowledge and experience with budgeting practices, procedures and administration; experience in drafting agreements and policies; experience in loss prevention techniques and procedures; and experience in premium and contract negotiations with third-party administrators. Position requires a minimum of a bachelors degree (masters or other advanced degree preferred) in insurance, public administration, business administration, risk management or related field, work experience commensurate with the requirements of this position. Legal education and experience preferred. Five years experience in a leadership management position in insurance is preferred. Appropriate insurance industry or professional credentials or licensing is preferred. Salary range is \$97,000.00 - \$118,000.00, with excellent benefits/car allowance. Send resume with cover letter and salary requirements to : UCIP CEO Position, ATTN: E. Kent Sundberg, Utah County Attorney's Office, 100 E. Center Street, Suite 2400, Provo, Utah 84606; or fax to 801-851-8009; or e-mail to: [ucadm.kent@state.ut.us](mailto:ucadm.kent@state.ut.us). Deadline for submission of resumes shall be December 15, 2007.

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## JOB DESCRIPTION – CHIEF EXECUTIVE OFFICER UTAH COUNTIES INSURANCE POOL

### **PURPOSE**

The Chief Executive Officer will supervise the day-to-day operation of the Utah Counties Insurance Pool (UCIP) and work under the general supervision of the UCIP Board of Trustees (Board). The Chief Executive Officer will ensure that UCIP is in compliance with all Federal and State laws. The Chief Executive Officer will plan, direct and coordinate risk and insurance programs, loss control activities and claims management of UCIP. The Chief Executive Officer will be responsible to control risks and to direct employees and third party administrators.

### **DUTIES AND RESPONSIBILITIES**

The Chief Executive Officer will perform a variety of professional and technical duties in the operation of UCIP insurance programs under the general direction and under the general policies of the Board. The Chief Executive Officer will also supervise and coordinate UCIP administrative staff and perform the following duties and responsibilities:

- Implement Board policies; recommend policy options to the Board with specific recommendations as appropriate.
- Consult with Board on the development of goals and objectives.
- Supervise and manage the day-to-day operation of UCIP including the Risk Management/Loss Control Department.
- Select and develop appropriate techniques and procedures to minimize losses such as avoidance, loss prevention, retention, grouping of exposure units and transfer of liability.
- Direct insurance negotiations and identify, review, evaluate and recommend to the Board service provider firms and/or individuals which can provide a variety of services to UCIP.
- Review, analyze and draft contracts, negotiate terms, conditions & fees of service providers.
- Analyze, review and recommend to the Board the terms and conditions of excess and reinsurance purchases.
- Evaluate performance of service providers and programs. Report evaluations to the Board.
- Participate in claims settlement discussions when appropriate.
- Oversee proper reporting to Local, State and Federal agencies.
- Ensure that UCIP is in compliance with all Local, State and Federal laws.
- Ensure that all records (reinsurance, brokerage, consultant contracts and binders) of all UCIP members are properly maintained.
- Develop new insurance products and services for member counties.
- Review underwriting decisions and approve pricing of insurance products.
- Review legislation pertaining to insurance matters as directed by the Board.
- Meet with county officials and staff to discuss insurance programs.
- Monitor insurance market and keep apprised of developments in the risk management field.
- Prepare and monitor UCIP budget.
- Perform other related work as assigned or required by the Board.

### **SUPERVISORY RESPONSIBILITIES**

- Directly supervise employees in the Risk Management/Loss Control department.
- Carry out supervisory responsibilities in accordance with UCIP policies and applicable laws including interviewing and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining of employees; addressing complaints and resolving problems.



## **KNOWLEDGE, SKILLS AND ABILITIES**

- Extensive knowledge of self insurance concepts, laws and operation.
- Knowledge of various types of insurance coverages, resinsurance, excess insurance, etc.
- Knowledge of principles, standard practices, methods and techniques used in risk and employee benefit management.
- Knowledgeable in the area of Civil Rights, Personnel and ADA.
- Ability to plan, organize, coordinate and evaluate program activities.
- Ability to analyze statistical and factual reports and determine proper course of action.
- Ability to establish and maintain effective working relationships with superiors, subordinates, peers and the public.
- Ability to communicate effectively both orally and in writing.
- Working knowledge of county government.
- Working knowledge of budgeting practices, procedures and administration.
- Language skills: ability to read, write and speak English; ability to communicate verbally and in writing.
- Mathematical skills: ability to work with mathematical concepts, such as probability and statistical inference; ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.
- Reasoning skills: ability to define problems, collect data, establish facts and draw valid conclusions.
- Computer literate. Experienced in the use of computer software (word processing and spreadsheets).

## **MINIMUM PREPARATION FOR POSITION, EDUCATION AND/OR EXPERIENCE**

- Bachelor's degree in Insurance, Public Administration, Business Administration, ~~Insurance~~, Risk Management or related field or work experience commensurate with the requirements of this position. Legal education and experience preferable. ~~Work experience will include a minimum of four years progressive responsibility in risk management services, claim management or claim administration, two of which must have been in a supervisory position.~~ Five years experience in a leadership management position in insurance is preferred.
- Appropriate insurance industry or professional credentials or licensing is preferred.





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## AMENDED INTERLOCAL COOPERATION AGREEMENT

THIS IS AN AMENDED INTERLOCAL COOPERATION AGREEMENT, made and entered into by and between members of the Utah Counties Insurance Pool, a political subdivision of the State of Utah, each of which hereby agrees to abide by the terms and conditions of this Amended Agreement and all actions taken pursuant hereto.

### WITNESSETH:

WHEREAS, pursuant to the provisions of the Interlocal Cooperation Act, Utah Code Ann. §11-13-101 et. seq., 1953 as amended, the Governmental Immunity Act, § 63-30-1 et. seq., 1953 as amended, and the Utah Insurance Code, Utah Code Ann. § 31A-1-103, 1953 as amended, public agencies, including political subdivisions of the State of Utah as therein defined, are authorized to enter into written agreements with one another for joint or cooperative action to establish a public agency insurance mutual; and

WHEREAS, the governing bodies of counties located in the State of Utah, by ~~establishing and entering into an Interlocal Cooperation Agreement, formed the Utah Association of Counties Insurance Pool Mutual, which began operations on or about January 1, 1992,~~ as a public agency insurance mutual; and

WHEREAS, the governing bodies of the members of the Utah Association of Counties Insurance Mutual amended the original Interlocal Cooperation Agreement renaming the Utah Association of Counties Insurance Mutual to the Utah Counties Insurance Pool; and

WHEREAS, the members of the Utah Counties Insurance Pool now desire to amend the Amended Interlocal Cooperation Agreement;

NOW, THEREFORE, the parties do mutually agree as follows:

#### **Section 1. EFFECTIVE DATE; DURATION.**

This Amended Interlocal Cooperation Agreement shall become effective and shall enter into force, within the meaning of the Interlocal Cooperation Act, upon the submission of this Amended Interlocal Cooperation Agreement to, and the approval and execution hereof by Resolution of the governing bodies of each of the parties. The term of this Amended Interlocal Cooperation Agreement shall be fifty (50) years, pursuant to Utah Code Ann. §11-13-204, 1953 as amended, unless renewed as permitted by law, or until earlier dissolved as provided herein.

#### **Section 2. CREATION OF A SEPARATE LEGAL ENTITY.**

The parties to this agreement through their respective governing bodies and pursuant to the provisions of Utah Code Ann. §11-13-203, 1953 as amended, hereby create a legal entity to be known as the Utah Counties Insurance Pool to provide the services described herein.

### Section 3. PURPOSES.

This Amended Interlocal Cooperation Agreement has been established and entered into between the members of the Utah Counties Insurance Pool (herein referred to as the Pool) for the following purposes:

1. To comply with the Utah Insurance Code and other applicable laws of the State of Utah; and
2. To ratify the previous formation of a group-funded Pool to fund through joint self-insurance, reinsurance, excess insurance, or other lawful manner, certain liabilities of member Utah counties, as permitted by the Utah Insurance Code and determined by the Board, with the powers set forth in the Amended Bylaws of the Pool (herein referred to as the Amended Bylaws); and
3. To provide, through the Pool, certain claims and risk management services related to the liabilities so funded, and assist members in reducing and preventing such liabilities; and
4. To provide other services and functions as permitted by law and the Amended Articles of Incorporation of the Pool.

### Section 4. MEMBERS.

1. Membership in the Pool is limited to Utah counties and such other governmental entities allowed under its Amended Bylaws.
2. Members shall have such the powers to; and authorities as provided herein and as set forth in the Amended Bylaws.
- ~~1. Elect Trustees;~~
- ~~2. Remove any Trustee from the Board by a two-thirds vote of the members present at a meeting;~~
- ~~3. Voluntarily dissolve the Pool, but only at a meeting at which a majority of all members, whether present at the meeting or not, vote in favor of the dissolution; and~~
- ~~4. Amend the Bylaws or the Articles of Incorporation by a two-thirds vote of the members present at a meeting.~~

### Section 5. BOARD OF TRUSTEES.

1. The Pool shall be governed by a Board of Trustees. The Trustees shall be

~~elected by the members, shall serve at the pleasure of the members and may be removed by the members in accordance with the have such powers and authorities as provided herein and as set forth in the Amended Bylaws.~~

2. Trustees shall be elected or appointed as provided in the Amended Bylaws and they shall serve at the pleasure of the members. Trustees may be removed by the members in accordance with the Amended Bylaws.

1. ~~The Board shall be comprised of thirteen persons in the following manner:~~

- ~~a. One Trustee, appointed by the governing body of Davis County, representing Davis County;~~
- ~~b. One Trustee, appointed by the governing body of Utah County, representing Utah County;~~
- ~~c. One Trustee, appointed by the governing body of Washington County, representing Washington County;~~
- ~~d. One Trustee, appointed by the governing body of Weber County, representing Weber County;~~
- ~~e. Two Trustees, elected by member counties of the third class, representing Counties of the third class;~~
- ~~f. One Trustee, elected by member counties of the fourth class, representing counties of the fourth class;~~
- ~~g. One Trustee, elected by member counties of the fifth and sixth class, representing Counties of the fifth and sixth class;~~
- ~~h. Two Trustees, elected by all member counties, representing all counties at large;~~
- ~~i. One Trustee, appointed by the Board, shall be a sheriff of a member county, who serves as the Chair of the Law Enforcement Committee;~~
- ~~j. One Trustee, appointed by the Board, shall be the Chair of the Litigation Management Committee;~~
- ~~k. One Trustee, appointed by the Board, shall be the Chair of the Personnel Committee.~~

~~Trustees serving pursuant to subsections (e) (h) shall be Designated as "Elected Trustees" and serve two year overlapping terms. Trustees serving pursuant to subsections (a) (d) shall serve for two year terms.~~

~~Trustees serving pursuant to subsections (i) (k) shall serve for two year terms and may be reappointed to subsequent terms by the Board.~~

- ~~2. Each Trustee shall be an elected or appointed officer or an employee of a Member.~~
- ~~3. Election of Trustees shall take place at the annual meeting of the Members. Elected Trustees shall assume office at the first Board meeting of the calendar year following their election.~~
3. The powers of the Board shall include, but not be limited to, the powers to:
  - a. Delegate, by resolution adopted at a meeting of the Trustees and specifically defined in the written minutes of the Trustees' meetings, authority for specific functions to the Chief Executive Officer, but only to the extent permitted by the laws of the State of Utah and these Amended Bylaws.
  - b. Establish premiums, pursuant to guidelines adopted by the Board from time to time.
  - c. Serve as the policyholder of any group policies or plans.
  - d. Determine the methods of claim administration and payment; provide for claim experience for the Members collectively or separately; and establish claim procedures and conditions to be met prior to the payment or defense of a claim.
  - e. Jointly self-insure or obtain reinsurance or excess insurance (specific or aggregate), or any combination thereof, or otherwise provide for the funding of coverages and adopt and adjust coverages provided by or through the Pool, as the Board deems appropriate.
  - f. Establish employment policies for the employees of the Pool including but not limited to policies, salaries and benefits.
  - g. Provide for the administration of the moneys of the Pool, for the manner of payments to the Pool, and for payment of all expenses of the Pool; establish standards for the accountability of all receipts and disbursements of the Pool; and establish procedures for safekeeping, handling, and investing such monies received or paid.
  - h. Acquire, lease, hold, and dispose of real and personal property.
  - i. Exercise the full power and authority of any Member of the Pool



when requested to do so by the Member's governing body.

- j. Provide for necessary activities, and enter into contracts as necessary or appropriate to accomplish the purposes of the Pool.
- k. Do any act permitted by law and not in conflict with these Amended Bylaws, the Agreement, or the Amended Articles of Incorporation of the Pool.
- l. Provide for an independent audit of claim handling procedures, payments, and overall operations of the Pool, at such times as the Board may determine.
- m. Establish loss reduction, prevention and risk management policies, procedures, and requirements for Members of the Pool and provide risk management services and educational and other programs related to risk management.
- n. ~~Appoint~~ Create various Committees from time to time, including, but not limited to, a Law Enforcement Committee, a Personnel Committee, and a Litigation Management Committee, as the Board considers appropriate. The members of such Committees, including the chair, shall be appointed by the Board.
- o. ~~Formally appoint the Chair of the Law Enforcement Committee, Litigation Management Committee and Personnel Committee.~~
- o. Approve a list of attorneys or law firms authorized to represent Members in claims covered by or through the Pool
- p. Obtain the services of agents, attorneys, brokers, consultants, employees, and service providers as necessary or appropriate for the operation of the Pool.
- q. Exercise all powers of the Pool except those powers reserved to the Members, and all powers necessary and proper for the operation of the Pool and implementation of the Pool, subject to the limits of the Agreement, the Amended Articles of Incorporation, the Amended Bylaws, and the Code. The Board is responsible for all operations of the Pool.

## **Section 6. OFFICERS.**

The Board of Trustees shall elect officers and establish the duties of officers of the Pool in accordance with Utah law and the Amended Bylaws. ~~and the Amended Articles of Incorporation.~~

**Section 7. COMMITTEES.**

The Board of Trustees may establish from time to time such committees as shall be deemed appropriate by said Board.

**Section 8. MANNER OF FINANCING.**

The Utah Counties Insurance Pool shall be funded by contributions from the members; the amount of such contributions shall be established by the Board of Trustees and consistent with the Utah Insurance Code.

All monies of the Pool, and earnings thereon, shall be held in the name of and for the use and benefit of the Pool. The Board of Trustees shall prepare an annual budget consistent with Utah Code Ann. 17A-1-408 et. seq.

The Utah Counties Insurance Pool is not assessable.

**Section 9. PROPERTY USED IN COOPERATIVE UNDERTAKING.**

Any real or personal property acquired, held, and used pursuant to this cooperative undertaking shall be administered and controlled by the Board of Trustees established in Section 5 hereof. Any disposition of said real or personal property shall also be administered and controlled by said Board of Trustees, pursuant to the terms of this Agreement.

The provisions of this Amended Agreement and the assets of the Pool are for the benefit of the members of the Pool only, and no other persons or entities shall have any rights or interest in this Agreement or in any of the other documents referred to herein or in any such assets, as a third party beneficiary or otherwise. The assets of the Pool shall not be subject to attachment, garnishment, or any equitable proceeding.

In the event of a voluntary dissolution of the Pool, as provided in Section 4 hereof, the property of the Pool not used or needed for the purposes of the Pool, including its contractual obligations, shall be distributed, as determined by the Board, only to Utah counties which are members of the Pool at the time of dissolution. Such dissolution shall be handled as provided in Section 12

**Section. 10. ADDITION OF OTHER MEMBERS.**

Other ~~counties~~ governmental entities may become parties to this Amended Interlocal Cooperation Agreement, subject to the approval of the Board of Trustees, by executing an Addendum to this Agreement. In order for a ~~county~~ governmental entity to be added to this Agreement by Addendum, the Addendum must be approved by the governing body of the ~~county~~ governmental to be added and the Addendum must be reviewed ~~and approved for~~ as to form and ~~compatibility~~ compliance with the applicable laws of the State of Utah by the

attorney for the ~~county~~ governmental entity to be added. Prior to becoming effective, this Amended Interlocal Cooperation Agreement and the Addendum shall be filed with the person who keeps the records of the public agency being added to this Agreement.

#### **Section 11. TERMINATION OF PARTICIPATION.**

Any Member may withdraw from the Pool, at the end of a coverage period after giving the Board timely written notice of such withdrawal, pursuant to a resolution of the Member's governing body. Timely written notice of such withdrawal must be provided to the Board no later than 120 days prior to the date the Member's coverage would otherwise renew. The Board shall consider a timely written notice of withdrawal to be a final decision unless the notice is withdrawn by the Member 90 days prior to the date the Member's coverage would otherwise renew. The Board may, by a three-fourths vote and at its sole discretion, agree to permit an earlier date of withdrawal.

A withdrawn member shall lose all voting rights upon the effective date of withdrawal. Any claim of title or interest to any asset of the Pool, and any continuing obligation of the Pool to the member or of the member to the Pool, after the effective date of the member's withdrawal, shall end.

A member shall lose all voting rights upon termination of its membership. The terminating member shall lose any claim of title or interest to any asset of the Pool, and any continuing obligation of the Pool to the member or of the member to the Pool, after the termination of membership, shall end.

#### **Section 12. DISSOLUTION AND DISPOSITION OF PROPERTY.**

The Pool may be dissolved by a majority of the Members voting in favor of dissolution at a meeting. In the event of voluntary dissolution of the Pool, the assets of the Pool not used or needed for the purposes of the Pool, including its contractual obligations shall be distributed, as determined by the Board, only to Utah counties, which are Members of the Pool at the time of dissolution.

Upon partial or complete dissolution of the Pool by the Members, the Trustees shall determine all other matters relating to the disposition of property and dissolution of the Pool by a two-thirds vote of all Trustees.

Each member's interest in the property of the Pool shall be calculated as follows:

1. The sum of the contributions for all fund years for which the member was a participant in the Pool divided by all contributions received by the Pool during its life, is the ratio used to calculate interest in Pool property other than equity, which is defined for these purposes as cash or cash equivalent assets of the Pool.

2. For equity calculation, the ratio of each member's contributions to the total contributions shall be computed for each fund year. The member's contribution ratio shall then be multiplied by the total surplus, less any borrowed surplus, attributable to a fund year as stated in the most recent monthly financial statement. A member's total equity will be the sum of the yearly amounts for each fund year for which that member was a participating member in the Pool.
3. In the event that the surplus amount is a negative number, a member's equity will be decreased using the same method of calculation as above.
4. In the event of a voluntary withdrawal or an involuntary termination of membership, the withdrawn or terminated member shall lose and have no claim to any Pool property or assets. The property interest or equity formerly attributed to that member for each fund year shall be allocated to the remaining counties that were members during that year.

The Board shall serve as trustees for the disposition of property or funds, payment of obligations, dissolution and winding up of the affairs of the Pool.

### **Section 13. INDEMNIFICATION.**

It is the intent of the Pool to provide the broadest possible immunity from personal liability to each trustee, officer, and employee of the Pool allowed by applicable laws of the State of Utah including, but not limited to, the Utah Governmental Immunity Act, the Utah Non-Profit Corporation and Co-operative Association Act and the Utah Insurance Code, as amended from time to time. The Pool shall defend and indemnify the trustees, officers and employees of the Pool against any and all expense, including attorney fees and liability expenses, sustained by them or any of them in connection with any suit or suits which may be brought against them involving or pertaining to any of their acts or duties to the fullest extent allowed by the laws of the State of Utah.

The Pool shall purchase liability or other appropriate insurance providing coverage for the trustees, officers and employees of the Pool. Nothing herein shall be deemed to prevent compromises of any litigation where the compromise is deemed advisable in order to prevent greater expense or cost in the defense or prosecution of such litigation.

Neither this Amended Agreement nor any action of the governing body of a county in adopting this Amended Agreement is intended to nor do they waive, nor shall they be construed as waiving, any immunity or limitation on liability provided to the members or their officers or employees by any law, including but not limited to any such immunity or limitation appearing in the Utah Governmental Immunity Act, and amendments thereto.

**Section 14. FILING OF INTERLOCAL COOPERATION AGREEMENT.**

Executed copies of this Amended Interlocal Cooperation Agreement shall be placed on file in the office of the County Clerk of each of the Members to this Amended Agreement, and shall remain on file for public inspection during the term of this Interlocal Cooperation Agreement.

**Section 15. AMENDMENTS.**

This Interlocal Cooperation Agreement may not be amended, changed, modified or altered except by an instrument in writing which shall be (a) approved by Resolution of the governing body of each of the parties, (b) executed by a duly authorized official of each of the parties, (c) submitted to and reviewed by an Authorized Attorney of each of the parties, as required by Utah Code Ann. §11-13-202.5(3), 1953 as amended, and (d) filed in the official records of each party.

**Section 16. SEVERABILITY.**

If any term or provision of the Amended Interlocal Cooperation Agreement or the application thereof shall to any extent be invalid or unenforceable, the remainder of this Amended Interlocal Cooperation Agreement, or the application of such term or provision to circumstances other than those with respect to which it is invalid or unenforceable, shall not be affected thereby, and shall be enforced to the extent permitted by law. To the extent permitted by applicable law, the parties hereby waive any provision of law, which would render any of the terms of this Amended Interlocal Cooperation Agreement unenforceable.

**Section 17. GOVERNING LAW.**

All questions with respect to the construction of this Amended Interlocal Cooperation Agreement, and the rights and liability of the parties hereto, shall be governed by the laws of the State of Utah.

**Section 18. EXECUTION BY COUNTERPART.**

This Amended Interlocal Agreement may be executed in counterparts. The original of each executed Amended Interlocal Agreement shall be filed with the Pool.



IN WITNESS WHEREOF, the parties have signed and executed this Amended Interlocal Cooperation Agreement, after resolutions duly and lawfully passed, on the dates listed below:

Dated this \_\_\_\_ day of \_\_\_\_\_, 200\_\_.

BOARD OF COUNTY «FORM»  
«COUNTY»

By: \_\_\_\_\_  
«CHAIR»,  
«COUNTY» «FORM» Chair

ATTEST:

By: \_\_\_\_\_  
«CLERK», «COUNTY»

REVIEWED AND FOUND TO BE IN PROPER FORM AND COMPLIANCE  
WITH APPLICABLE LAW.

By: \_\_\_\_\_  
«ATTORNEY», «COUNTY» Attorney



## **JOINT POLICY BOARD TRAVEL EXPENSES**

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Article 5, Section 11, of the UCIP Bylaws states: "To the extent permitted by law, Trustees may be reimbursed for expenses incurred in the performance of their duties, as authorized by the Board."

### **BOARD TRAVEL EXPENSES**

Members of the UCIP Board of Trustees (Board) will be reimbursed for reasonable and approved expenses incurred in attending Board meetings and in otherwise carrying out their responsibilities. UCIP will reimburse Trustees for travel by private vehicle at the rate currently allowed by the Internal Revenue Service, as well as for lodging and meals at actual cost, within the guidelines for travel and expense reimbursement adopted by the State of Utah Department of Finance.

Trustees who miss more than one-third of a meeting or retreat must be excused by the Board of Trustees in order to be reimbursed for expenses.

Trustees may annually attend two of the following out-of-state trainings: the AGRIP Spring Conference, RIMS Annual Convention, RIMS Technical Workshops, PRIMA National Conference, AGRIP Fall Governance Conference and the ARM Tech Biennial Conference. UCIP will directly pay registration, airfare and hotel expenses for Trustees arranging travel through the UCIP office. Receipts for meals, lodging, parking, airfare, and other reimbursable expenses are required. A written statement by the Trustee will be required in place of a lost receipt. The Board may also by resolution designate other training as appropriate and reimbursable for Trustees.

Expenses for spouses who accompany Trustees to UCIP meetings or to approved out-of-state training are the responsibility of the Trustee. UCIP will invoice Trustees for any spouse expenses paid by UCIP. However, there will be no charge for spouses attending the UCIP Annual Membership meeting functions and at business meals hosted by the Chief Executive Officer.

### **TIMELINESS**

Requests for reimbursement shall be submitted within 60 days of completion of trip.



# Utah Counties Insurance Pool Payments

October 19, 2007 - November 30, 2007

Type	Date	Num	Name	Memo	Split	Amount
<b>WF-Expense</b>						
Check	10/24/2007	VISA	Wells Fargo	Account Number: 4856 2002 0646 9788	-SPLIT-	-3,998.85
Check	10/24/2007	VISA	Wells Fargo	Account Number: 4856 2002 0646 9796	-SPLIT-	-1,654.40
Check	10/24/2007	VISA	Wells Fargo	Account Number: 4856 2002 0789 0792	-SPLIT-	-699.35
Check	10/26/2007	4225	Utah Labor Commission	Account Number: 4856 2002 0633 9635	-SPLIT-	-1,776.88
Check	10/27/2007	4226	Hyatt Regency Savannah	Self Insurance Application Fee	Fees & Licensing	-650.00
Liability Check	10/30/2007		QuickBooks Payroll Service	AGRP Conference Hotel Accomodations	-SPLIT-	-10,928.55
Paycheck	10/31/2007		Anne M. Ayton	Created by Payroll Service on 10/26/2007	-SPLIT-	-17,809.17
Paycheck	10/31/2007		Brody S. Parker	Direct Deposit	-SPLIT-	0.00
Paycheck	10/31/2007		Kathy H. Stone	Direct Deposit	-SPLIT-	0.00
Paycheck	10/31/2007		Korby M. Siggard	Direct Deposit	-SPLIT-	0.00
Paycheck	10/31/2007		Lester J. Nixon	Direct Deposit	-SPLIT-	0.00
Paycheck	10/31/2007		Lisa O. Brown	Direct Deposit	-SPLIT-	0.00
Paycheck	10/31/2007		Mark W. Brady	Direct Deposit	-SPLIT-	0.00
Paycheck	10/31/2007		Shaney M. Kelleher	Direct Deposit	-SPLIT-	0.00
Paycheck	10/31/2007		Sonya J. White	Direct Deposit	-SPLIT-	0.00
Liability Check	10/31/2007	ONLINE	Susan E. Gonce	Direct Deposit	-SPLIT-	0.00
Liability Check	10/31/2007	ONLINE	Utah State Tax Commission	Transaction Number: 7806180	-SPLIT-	-2,300.51
Liability Check	10/31/2007	ONLINE	United States Treasury	EFT ACKNOWLEDGEMENT NUMBER: 270771700940...	-SPLIT-	-6,239.88
Liability Check	10/31/2007	ONLINE	Nationwide Retirement Solutions	Entity: 644013	-SPLIT-	-3,634.70
Liability Check	10/31/2007	ONLINE	Utah Retirement Systems	Unit No: 864 (October 2007)	-SPLIT-	-11,600.59
Paycheck	11/12/2007		QuickBooks Payroll Service	Created by Payroll Service on 10/26/2007	-SPLIT-	-16,428.50
Check	11/22/2007	4227	Lester J. Nixon	VOID: Direct Deposit	-SPLIT-	0.00
Paycheck	11/22/2007	ONLINE	Lester J. Nixon	HRA Reimbursement	Staff Medical Insurance	-2,055.68
Liability Check	11/13/2007		QuickBooks Payroll Service	Created by Payroll Service on 11/10/2007	-SPLIT-	-16,424.50
Paycheck	11/14/2007		Anne M. Ayton	Direct Deposit	-SPLIT-	-13,547.70
Paycheck	11/14/2007		Brody S. Parker	Direct Deposit	-SPLIT-	0.00
Paycheck	11/14/2007		Kathy H. Stone	Direct Deposit	-SPLIT-	0.00
Paycheck	11/14/2007		Korby M. Siggard	Direct Deposit	-SPLIT-	0.00
Paycheck	11/14/2007		Lisa O. Brown	Direct Deposit	-SPLIT-	0.00
Paycheck	11/14/2007		Mark W. Brady	Direct Deposit	-SPLIT-	0.00
Paycheck	11/14/2007		Shaney M. Kelleher	Direct Deposit	-SPLIT-	0.00
Paycheck	11/14/2007		Sonya J. White	Direct Deposit	-SPLIT-	0.00
Paycheck	11/14/2007		Susan E. Gonce	Direct Deposit	-SPLIT-	0.00
Check	11/15/2007	4228	ISO Services, Inc.	Invoice Number: IS00023905	Information Technology	-29.00
Check	11/15/2007	4229	Qwest	Account Number: 801-565-8500 170B	Telephone	-536.76
Check	11/15/2007	4230	Verizon Wireless	Invoice Number: 0600943502	-SPLIT-	-133.75
Check	11/15/2007	4231	State of UT Dept of Workforce Services	Account Number: R 2-423713-0	Office Insurance	-1,576.00
Check	11/15/2007	4232	Mountain View Software	Invoice Number: 13448	Information Technology	-1,576.00
Check	11/15/2007	4233	Lester J. Nixon	Expense Reimbursement	-SPLIT-	-273.48
Check	11/15/2007	4234	Positive Incentives	Invoice Number: 86001	Exhibiting & Sponsorship	-1,171.72
Check	11/15/2007	4235	The Tomato Vine	Invoice Number: 5501	Board Expense	-1,171.64
Check	11/15/2007	4236	Les Olson Company	Invoice Number: 0892686-IN	Copying Costs	-301.88
Check	11/15/2007	4237	Lindberg & Company	Sevier County Planning Development	Land Use Hotline	-1,705.00
Check	11/15/2007	4238	Utah Safety Council	Invoice Number: 05313	Loss Control / Training	-675.00
Liability Check	11/15/2007	4239	Utah Counties Insurance Pool	Employee Benefits - November	-SPLIT-	-11,925.22
Check	11/15/2007	4240	Revco Leasing Company, LLC	Invoice Number: 162623	Copying Costs	-270.00
Check	11/15/2007	4241	Verizon Wireless	Invoice Number: 0596596778	Telephone	-65.63
Check	11/15/2007	4242	FCP Holdings, LLC	Commercial Lease: 6900 South 900 East, Suite 230	Building Lease	-5,653.38
Check	11/15/2007	4243	Karla Johnson	Mileage Reimbursement	Board Expense	-114.46
Check	11/15/2007	4244	Wayne Smith	Mileage Reimbursement	Board Expense	-106.70



# Utah Counties Insurance Pool

## Payments

October 19, 2007 - November 30, 2007

Type	Date	Num	Name	Memo	Split	Amount
Check	11/15/2007	4245	Office Depot	Account Number: 35538769	-SPLIT-	-327.70
Check	11/15/2007	4246	Kent Sundberg	Expense Reimbursement	-SPLIT-	-702.60
Check	11/15/2007	4247	Brad Dee	Expense Reimbursement	-SPLIT-	-1,354.25
Check	11/15/2007	4248	Lynn Lemon	Expense Reimbursement	-SPLIT-	-872.52
Check	11/15/2007	4249	PEHP-LTD	Coverage Period: October 2007	Staff Medical Insurance	-290.19
Check	11/15/2007	4250	Steven Wall	Mileage Reimbursement	Board Expense	-160.05
Check	11/15/2007	4251	Zayda Internet	Invoice Number: 1014	Information Technology	-120.00
Check	11/15/2007	4252	Gerald Hess	Expense Reimbursement	-SPLIT-	-237.19
Check	11/15/2007	4253	Steve White	Expense Reimbursement	-SPLIT-	-302.29
Check	11/15/2007	4254	Kay Blackwell	Expense Reimbursement	-SPLIT-	-442.80
Check	11/15/2007		Bruce Adams	Expense Reimbursement	-SPLIT-	0.00
Check	11/15/2007	4255	New England Business Service, Inc.	Invoice Number: 9926850220-2	Office Supplies	-285.16
Check	11/15/2007	4256	Anne M. Ayrton	Reimburseable Expenses	-SPLIT-	-726.14
Check	11/15/2007	ONLINE	United States Treasury	EFT ACKNOWLEDGEMENT NUMBER: 270771900940...	-SPLIT-	-12,637.62
Check	11/15/2007	4257	Sonya J. White	Expense Reimbursement	-SPLIT-	-403.24
Check	11/15/2007	4258	James Nyland	Mileage Reimbursement	-SPLIT-	-404.56
Check	11/23/2007	VISA	Wells Fargo	Account Number: 4856 2002 0633 9635	-SPLIT-	-731.57
Check	11/23/2007	VISA	Wells Fargo	Account Number: 4856 2002 0858 1036	-SPLIT-	-115.98
Check	11/23/2007	VISA	Wells Fargo	Account Number: 4856 2002 0646 9788	-SPLIT-	-1,944.57
Check	11/23/2007	VISA	Wells Fargo	Account Number: 4856 2002 0789 0792	-SPLIT-	-454.94
Check	11/23/2007	VISA	Wells Fargo	Account Number: 4856 2002 0646 9796	-SPLIT-	-1,908.36
Total WF-Expense						-159,060.61
WF-Work Comp Expense						
Check	11/12/2007	177	By The Numbers Actuarial Consulting, Inc.	Invoice Number: 2007-170	Actuarial Analysis WC	-2,125.00
Check	11/12/2007	178	Pfeiffer Consulting Group, LLP	Invoice Number: 2007-11	Consultant WC	-1,725.00
Total WF-Work Comp Expense						-3,850.00
TOTAL						-162,910.61

## Sonya White

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**To:** Trisha Callister  
**Subject:** UCIP Contract  
**Attachments:** Hilton Room Contract Signed.pdf; Hilton TC-721.pdf

Hi Trisha,

I've attached the signed Contract and UCIP's TC-721 Exemption Form.

The meeting on November 15 will start at 6:00 p.m. so if the Buffet can be set at 5:45 p.m. that would be great. Please serve the Chicken Cordon Blue for 20 (I will let you know by Friday if the numbers change).

The meeting on November 16 will start at 7:30 a.m. so set the Buffet at 7:15 a.m. Please serve Martha's Vineyard for 10. At this meeting we will need a telephone with speakerphone since some of the members will be joining us telephonically. This will be a quick one-hour meeting.

Thank you,

**Sonya White**  
*Manager of Administration*  
Utah Counties Insurance Pool  
PO Box 760  
6900 South 900 East, Suite 230  
Midvale, UT 84047  
800-339-4070  
801-565-8500  
801-568-0495(f)

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**From:** Trisha Callister [mailto:Trisha.Callister@hilton.com]  
**Sent:** Friday, October 26, 2007 2:33 PM  
**To:** Sonya White  
**Subject:** Contract and Menu's

Good Afternoon Sonya -

Sorry for the delay, it got a little hectic around here. Here is the contract and menu's for your event. If you will just let me know what you want for dinner on the 11/15 and either Breakfast or Lunch on the 11/16. Also what time you want them served at. If you have any questions please feel free to call. You can fax the contract back to 435-634-4101. Thanks and Have A Great Day! Trisha

**Trisha Callister**  
**Sales Coordinator**

**Hilton Garden Inn St. George**  
**1731 South Convention Center Dr.**  
**St. George, UT 84790**  
**Phone: (435)634-4137**  
**Fax: (435)634-4101**  
**stgeorge.stayhgi.com**

11/5/2007





1731 S. Convention Center Dr. St. George, UT 84790  
Phone: 435-634-4100 Fax: 435-634-4101

**BANQUET SALES AGREEMENT – NOVEMBER 15<sup>TH</sup> – 16<sup>TH</sup>, 2007**

**DESCRIPTION OF GROUP AND EVENT**

The following represents an agreement between Hilton Garden Inn St. George and Utah County Insurance Pool and outlines specific conditions and services to be provided.

Contact Name: Sonya White  
Company Name: Utah County Insurance Pool  
Phone Number: 801-565-8500  
Fax:  
Email: sonya@ucip.utah.gov

**BILLING ARRANGEMENTS**

The following billing arrangements apply: Company Check, Money Order or Individual credit card is to pay all banquet space and related charges.

**PAYMENT BY CREDIT CARD OR COMPANY CHECK**

If Utah County Insurance Pool wishes to pay any portion of its obligation by credit card, money order, or company check, the below form must be filled in prior to execution of this Agreement.

<i>Credit Card Number:</i>	4856200206469796
<i>Expiration Date:</i>	11/07
<i>Name as it Appears on the Card:</i>	Sonya J. White UCIP
<i>Billing Address for Card:</i>	PO Box 760
	Midvale, UT 84047
<i>Signature of Card Holder:</i>	<i>Sonya White</i>

**ATTRITION**

The Hilton Garden Inn St. George reserves the right to renegotiate the contract should the guaranteed number of attendees fall below 80% of the estimate. All functions canceled within 31 to 45 days of the function date will be charged 25% of the estimated revenue of 50% of the room rental fee whichever is greater. Functions canceled within 30 days of the function date will be charged 50% of the estimated revenue or 100% of the rental fee, whichever is greater. Functions canceled within 10 days of the function date will be charged 100% of estimated revenues. Signature indicates that client has read and agrees to all arrangements specified on engagement contract and the terms and conditions.





## **FUNCTION INFORMATION AGENDA**

Based on the requirements outlined by Utah County Insurance Pool, the Hotel has reserved the function space set forth on the below Function Information Agenda.

Date	Start Time	End Time	Function	Room	Setup	Agr	Room Rental
11/15/07	5:30PM	9:30PM	Meeting	Sego Lily/Primrose	\$50.00	20	\$100.00
11/16/07	7:15AM	8:30AM	Meeting	Boardroom	\$25.00	10	\$50.00

## **FUNCTION SPACE FEES**

Based upon the functions identified on the Function Information Agenda/Event Agenda outlined in this Agreement, Utah County Insurance Pool agrees to pay \$150.00 for room rental and \$75.00 for set-up. Meeting rooms are also subject to change.

## **FOOD AND BEVERAGE AND FINAL GUARANTEES**

The food and beverage price does not include Service Charge and applicable Sales Tax. Although they are both subject to change, the current Service Charge is 22% and the current Sales Tax is 11.6%.

\*\*\*Tax exempt form must be received on or before the event date.

In arranging for food and beverage events, a final guarantee must be given by 12:00 PM, 1 week in advance. This number will be considered a guarantee not subject to reduction. All charges incurred will be based on this number. If your Catering Representative is not advised by this time, the estimated attendance will become your final guarantee. On the final bill, you will be charged the guarantee or the final number, whichever is greater. All food and beverage, audio-visual and miscellaneous charges are subject to the current service charge and sales tax.

## **OUTSIDE FOOD AND BEVERAGE**

All food and beverages served at functions associated with the Event must be provided, prepared, and served by Hotel, and must be consumed on Hotel premises. No Food and Beverage will be allowed to leave Hotel Premises.

## **SHIPPING AND RECEIVING**

If it is necessary for you to ship materials to the hotel, it is imperative that you observe the following instructions to ensure proper handling of your meeting materials. The Sales Office must approve shipments at least one week prior to shipping to ensure proper handling and adequate space for storage. An appropriate delivery fee will be assessed as follows;

Boxes:            1-5 boxes @ No Charge  
                      5 and above @ \$1.00 per box

Freight:           \$50.00 per 100 lbs. Or fraction thereof.

## **BANQUET ROOM AND FOOD & BEVERAGE CANCELLATION**

Utah County Insurance Pool acknowledges that if it cancels or otherwise essentially abandons its planned use of the Room Night Commitment (a "Cancellation") and estimated Food and Beverage revenue, this action would constitute a breach of Utah County Insurance Pool obligation to Hotel and Hotel would be harmed. Because Hotel's harm (and Utah County Insurance Pool's obligation to compensate Hotel for that harm) is likely to increase if there is a delay in notifying Hotel of any Cancellation, Utah County Insurance Pool agrees to notify Hotel, in writing, within five (5) business days of any decision to Cancel. In addition, if a Cancellation occurs, the parties agree that:

- (a) It would be difficult to determine Hotel's actual harm.
- (b) The sooner Hotel receives notice of the Cancellation; the lower its actual harm is likely to be because the probability of mitigating the harm by reselling space and functions is higher.



- (c) The highest dollar amount in the chart set forth below reasonably estimates Hotel's harm for a last-minute Cancellation and, through its use of a sliding scale that reduces damages for earlier Cancellations, the chart also reasonably estimates Hotel's ability to lessen its harm by reselling Utah County Insurance Pool space and functions.

Utah County Insurance Pool therefore agrees to pay Hotel, within thirty (30) days after any Cancellation, as liquidated damages and not as a penalty, the amount listed in the chart below.

Date of Decision to Cancel	Amount of Liquidated Damages Due
From 61 days to 120 days prior	60% of estimated room revenue plus 60% of food and beverage.
From 31 days to 60 days prior	80% of estimated room revenue plus 80% of food and beverage.
From 30 days prior	100% of estimated room revenue plus 100% of food and beverage.

Provided that Utah County Insurance Pool timely notifies Hotel of the Cancellation and timely pays the above, liquidated damages, Hotel agrees not to seek additional damages from Utah County Insurance Pool relating to the Cancellation.

#### **IMPOSSIBILITY**

The performance of this Agreement is subject to termination without liability upon the occurrence of any circumstance beyond the control of either party – such as acts of God, war, government regulations, disaster, strikes (except those involving the employees or agents of the party seeking the protection of this clause), civil disorder, or curtailment of transportation facilities – to the extent that such circumstance makes it illegal or impossible to provide or use the Hotel facilities. The ability to terminate this Agreement without liability pursuant to this paragraph is conditioned upon delivery of written notice to the other party setting forth the basis for such termination as soon as reasonably practical - but in no event longer than ten (10) days - after learning of such basis.

#### **COMPLIANCE WITH LAW**

This Agreement is subject to all applicable federal, state, and local laws, including health and safety codes, alcoholic beverage control laws, disability laws, and the like. Hotel and Utah County Insurance Pool agree to cooperate with each other to ensure compliance with such laws.

#### **CHANGES, ADDITIONS, STIPULATIONS, OR LINING OUT**

Any changes, additions, stipulations, or deletions, including corrective lining out by either Hotel or Utah County Insurance Pool, will not be considered agreed to or binding on the other unless such modifications have been initialed or otherwise approved in writing by the other.

#### **ACCEPTANCE**

Prior to execution by both parties, this document represents an offer by the Hotel. Unless the Hotel otherwise notifies Utah County Insurance Pool at any time prior to Utah County Insurance Pool execution of this document, the outlined format and dates will be held by the Hotel for Utah County Insurance Pool on a first-option basis until Monday October 29<sup>th</sup>, 2007. If Utah County Insurance Pool cannot make a commitment prior to that date, the offer will revert to a second option basis or, at the Hotel's option, the arrangements will be released, in which case neither party will have any further obligations. Upon receipt by Hotel of a fully executed version of this Agreement prior to Monday October 29<sup>th</sup>, 2007, or upon Hotel's acceptance of a fully executed version of this Agreement after such date, it will be placed on a definite basis and will be binding upon Hotel and Utah County Insurance Pool.

Hotel and Utah County Insurance Pool have agreed to and have executed this Agreement by their authorized representatives as of the dates indicated below.





**SIGNATURES**

Approved and authorized by Utah County Insurance Pool    Approved and authorized by Hotel:

Name: (Print) Sonya White

Name: (Print) Trisha Callister

Title: (Print) Manager of Administration

Title: (Print) Sale Coordinator

Signature: *Sonya White*

Signature: \_\_\_\_\_

Date: 11/05/07

Date: \_\_\_\_\_



## 2007 Breakfast Buffets

*All served with coffee and an assortment of hot herbal and black teas.*

<i>Deluxe Continental</i>	<i>Sliced fruit tray, a variety of individual sized yogurts, breakfast muffins, Danish pastries and assorted juices.</i> \$9.95/pp
<i>Martha's Vineyard</i>	<i>French toast with maple syrup, butter and powdered sugar, served with scrambled eggs, bacon, sausage links, fresh fruit tray and assorted fruit juices.</i> \$10.95/pp
<i>Garden Skillet</i>	<i>Scrambled eggs mixed with peppers, onions, ham and potatoes. Served with bacon and sausage links, assorted pastries, juices and a fresh fruit tray.</i> \$11.95/pp
<i>All American Breakfast</i>	<i>Scrambled eggs, potatoes, served with bacon, link sausage, a fresh fruit tray, pastries and assorted juices.</i> \$11.95/pp
<i>Hilton Garden Inn Buffet</i>	<i>Fluffy scrambled eggs, potatoes, sausage links, crisp bacon, fresh fruit tray, bagels with cream cheese, assorted Danishes, donuts and variety of cereals served with milk, Belgium waffles with assorted syrups and an assortment of fruit juices.</i> \$13.95/pp







## 2007 Hot Lunch Buffets

*All lunches include lemonade, water & dessert*

<i>Baked Potato Bar</i>	<i>Hot Idaho Bakers, sour cream, butter, shredded cheese, bacon bits, steamed broccoli, cheese sauce, and hot chili. Served with tossed greens and dinner rolls.</i>	<i>\$13.95/pp</i>
<i>Chicken Fettuccini</i>	<i>Classic creamy Alfredo sauce poured over Fettuccini noodles and topped with sliced chicken breast. Served with tossed greens and warm breadsticks.</i>	<i>\$14.95/pp</i>
<i>Parmesan Chicken</i>	<i>Breaded chicken filet, marinara sauce, fettuccini noodles, topped with parmesan and mozzarella cheese. Served with a medley of vegetables, tossed greens, and warm breadsticks.</i>	<i>\$18.95/pp</i>
<i>Taco Bar</i>	<i>Seasoned ground beef, shredded cheese and lettuce, diced tomatoes, salsa, sour cream, refried beans and Spanish rice served corn and flour tortilla shells and tortilla chips.</i>	<i>\$16.95/pp</i>
<i>Fajita Bar</i>	<i>Marinated beef and chicken, bell peppers, onions, shredded cheese, lettuce, salsa, sour cream and refried beans. Served with Spanish rice, flour tortillas and tortilla chips.</i>	<i>\$17.95/pp</i>
<i>New York Steak</i>	<i>Juicy 10 oz. New York Strip Steak broiled to perfection. Served with red potatoes, a medley of vegetables, tossed greens and dinner rolls.</i>	<i>\$24.95/pp</i>





## 2007 Dinner Buffets

*Dinners include: Tossed greens with a ranch & vinaigrette dressing, rolls, lemonade & water*

<i>Chicken Fettuccini</i>	<i>Classic fettuccini Alfredo topped with seared chicken, Alfredo sauce and parmesan cheese, served with steamed vegetables and warm breadsticks.</i>	<i>\$17.95/pp</i>
<i>All American Dinner</i>	<i>Sliced roast ham and turkey served with steamed vegetables, mashed potatoes and gravy.</i>	<i>\$18.95/pp</i>
<i>Chicken Cordon Blue</i>	<i>Boneless breast of chicken breaded with ham and Swiss cheese, topped with a honey mustard sauce, served with steamed vegetables and red potatoes.</i>	<i>\$19.95/pp</i>
<i>Citrus Pepper Chicken</i>	<i>Boneless, skinless breast of chicken lightly marinated in a citrus pepper sauce served with steamed vegetables and rice pilaf.</i>	<i>\$19.95/pp</i>
<i>Parmesan Chicken</i>	<i>Breaded chicken filet, marinara sauce, and fettuccini noodles, topped with parmesan and mozzarella cheese served with steamed vegetables.</i>	<i>\$21.95/pp</i>
<i>New York Steak</i>	<i>Juicy 12 oz. New York Strip Steak broiled to perfection topped with mushrooms and onions served with steamed vegetables and choice of baked or mashed potatoes and gravy.</i>	<i>\$28.95/pp</i>
<i>Prime Rib</i>	<i>A choice cut of Prime Rib served with au jus and a creamy horseradish sauce served with steamed vegetables and mashed potatoes and gravy.</i>	<i>\$29.95/pp</i>



